



International Finance Officer - India

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of **International Finance Officer - India**. This is a full-time position based in India. Applicants must have a valid work permit to work in India.

Specific Duties:

Reporting to the Senior Vice President, Finance and Administration:

- Oversee and work with International Office Accounting teams to ensure timely and accurate monthly close and internal control
- Assist SVP Finance to implement and enhance financial systems and processes for International Offices
- Review monthly close of books for all offices and quarterly hard close performed by international finance staff and fiscal agents
- Work with offices to ensure accurate and timely monthly and quarterly reports and reconciliations are sent to SVP Finance
- Work closely with SVP finance to finalize SOPs for all offices
- Work with SVP Finance to introduce any new systems and controls for international offices
- Ensure audits of International offices are clean
- Develop dashboard and reporting formats for Board and Sr. Staff presentations
- Conduct visits to offices on an annual basis or when required
- Assist with annual budgeting process so timely country office budgets are submitted to SVP finance for consolidation
- Ensure appropriate currency exchange policies are adhered to.
- Ensure all compliance and internal control processes are adhered to for offices
- Develop a good understanding of the new ERP system esp. related to consolidations
- Act as backup to SVP for all international office-related matters.

Qualifications and Skill Set:

- BA Accounting or related degree
- Minimum of 5 years' experience in accounting and finance, preferably international experience within a non-profit or similar setting
- Advanced expertise in MS Excel including proficiency in using pivot tables
- Strong analytical and communication skills

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line. Closing date for applications is **October 25, 2018**. Only shortlisted candidates will be contacted.