Job title: District Finance Officer

Organization: TB Alert India
Project: IMPACT India
No. Of Positions: 01
Position Location: Karimnagar (Telangana)

TB Alert India (TBAI) is a not-for-profit organization working with a vision to make India free from TB. It has a strong presence in Andhra Pradesh, Bihar, Delhi, Haryana, Punjab, Rajasthan, Telangana and UP. All projects of TBAI aim at supplementing the National Tuberculosis Elimination Program (NTEP), mobilizing, and linking local communities in fighting against TB.

About the project: TB Alert India has been selected as a Sub Recipient to KHPT for implementing the IMPACT India project supported by The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. TB Alert India will implement this project in selected districts of Haryana, Punjab and Telangana and in one UT (Chandigarh). The key project elements include TB Champion Engagement and TB Mukt Grama Panchayat activities. The project activities will be implemented in close collaboration with state and district NTEP, Panchayat Raj and Rural Development and other allied stakeholders.

TB Alert India seeking application for District Finance Officer.

Qualification, Skills & Competencies

- Minimum graduate degree in commerce or equivalent disciplines and possess a minimum of 3 years of experience in maintenance of Accounts and audit requirements in development sector.
- Proficient in the use of accounting software like TALLY MS Excel, with the ability to derive actionable financial insights from accounts through software applications.
- Fair understanding of TDS, P. Tax, EPF, ESI and other statutory requirements.
- Ready and willing to travel across the implementation districts of the state.

Roles and Responsibilities

- Spearhead the development and implementation of financial plans across all districts in alignment with the program objectives.
- Ensure meticulous financial documentation and timely reimbursement of program-related payments to TB Champions (TBCs), Community Coordinators, District Leads, and other stakeholders.
- Collaborate with district leads to compile and analyze financial data, preparing regular financial reports. Submit these reports to the State Lead and the head office on a consistent basis.
- Take the lead in training and building the project finance related capacity of Community Coordinators. Ensure their proficiency in the financial system for effective documentation and utilization of grants.
- Assume responsibility for office management at the district level, overseeing administrative processes to maintain a smooth and organized workflow.

- Ensure that financial planning and documentation comply with relevant regulations and ethical standards. Uphold transparency and integrity in all financial transactions.
- Collaborate closely with district leads, State Lead, and head office to align financial processes with overall program goals and objectives.
- Monitor the utilization of funds and grants, ensuring they align with the approved financial plans and contribute to the successful execution of program activities.
- Identify opportunities for improvement in financial management processes. Implement measures to enhance efficiency, accuracy, and adherence to financial guidelines.
- Maintain effective communication and coordination with all stakeholders involved in financial planning and reimbursement processes.
- Implement risk management strategies to address potential financial challenges and ensure the program's fiscal health and sustainability.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on organisational requirements.

Reporting

The District Finance Officer will be reporting to State Implementation Lead of Telangana.

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Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.
TBAI is an equal opportunity employer, encourage women candidates/TB Survivors meeting the above criteria to apply.

TO APPLY: Please submit a comprehensive CV by 6th December 2026, link to apply https://forms.gle/7j3HEwku8sie7h3W9

**And please note that only shortlisted candidates will be contacted.