

Job/Role Title	Financial Accountant (Delhi)
Division	Internal Facing
Grade	F
Location	Delhi Hub
Responsible to	Head of Finance - Hub
Date	January 2023

Role Purpose: To ensure effective and efficient management of the office operations for the transaction Hub

The position is responsible for designing and enhancing effective financial controls and processes across the Secretariat alongside the Head of Finance - Hub. It is a key role in overseeing core global financial reporting, responsible for the accuracy of the management accounts and balance sheet.

Context of role:

- The role reports to the Head of Finance - Hub.
- The role is part of the vertically integrated Finance, Admin and IT functions.
- The role will lead the development, evolution and implementation of global systems, processes, reporting requirements and reporting standards.
- The role becomes the lead knowledge resource (go to person) for key accounting issues within NetSuite.

Role Deliverables

Financial Accountants:

Optimise and Lead:

- Month end and year end closures, including all revaluation in select geographies.
- Income recognition postings across all secretariat accounts, as and when required.
- Posting of all accruals & prepayments & deferred/accrued income.
- Processing of all monthly journals, including payroll journals.
- All other balance sheet reconciliations.
- Intercompany transaction reviews/ reconciliations and sign offs
- Netsuite upgrade in key areas to ensure accurate data entry and uploads, wherever required. This will include upload of various versions of budgets.
- Creation of chart of accounts/ projects & activity codes relating to unrestricted core and designated funds. Support the donor reporting accountants in the same area.
- Provision of timely and accurate information and query resolution for internal and external auditors.
- Gather, monitor and provide reports relating to financial data (including review, expenditure, assets and liabilities).
- Prepare timely and accurate monthly, quarterly and annual statements (balance sheet and income & expenditure statements).
- Monitor and report on any accounting discrepancies and ensure successful reconciliation and resolutions.
- Conduct detailed risk assessment to highlight any risk in the areas of financial accounting and their potential mitigation.
- Become a trusted partner to the senior management in all accounting matters.
- Review processes and take part in the design of new processes and templates ensuring consistency and simplification of key repetitive tasks.
- Be responsible for regular update of currency rates in NetSuite, and ensure accuracy of postings.
- Ensure all accounts postings are aligned to statutory requirements.
- Responsible for ensuring all postings and reconciliations reviewed adhere to IPPF's accounting policies and procedures.
- Collaborate and Support team members to ensure the finance manual remains upto date, including all updated process notes library.

- Support, wherever required with budgets & forecasts.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Accountant by qualification
- Strong knowledge and understanding of NetSuite One World solution and used to working with various currencies.
- Experience of working with global systems & processes – dealing with multiple currencies.
- Experience with budgeting and rolling forecasts.
- Experience in the Charity Sector
- Evidence of setting and managing robust standards of performance and compliance to tight deadlines.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Demonstrates good judgment and decision-making.
- Excellent analytical skills with a keen eye for detail
- Excellent excel skills
- Writing and reporting skills in English.
- High level of organisation skills, planning, time management.
- Ability to adapt to changing needs and a champion of change.
- Collaborative and open style of working.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

