

Job/Role Title	Transaction Processing Officer (Delhi)
Division	Internal Facing
Grade	D
Location	Delhi Hub
Responsible to	Head of Finance - Hub
Date	January 2023

Role Purpose:

To ensure effective and efficient management of the office transactional processing for the entire secretariat. The positions are responsible for processing a range of transactional based activities across all offices, enabling cover at all times, and to deliver a consistent standardized approach across all regions.

Context of role:

- The role is reporting to the Head of Finance - Hub.
- The roles are part of the vertically integrated Finance, Admin & IT function.
- The role will oversee the development, evolution and implementation of global systems, processes, reporting requirements and reporting standards relating to tracking and making payments of all grants, bills and invoices, including for all statutory payments and payroll.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Role Deliverables

- Undertake payments (and Bill Credits) to Vendors, and send remittance advises thereafter.
- Ensure swift expense and credit card processing, including interface with internal travel information management system.
- Ensure prompt response to (being the first point of contact) all supplier, Member Associations and partner payment related queries.
- Ensure timely execution (including pulling together all data/ information) of annual global travel insurance renewals.
- Ensure timely international pension payments and administration, where not handled by People, organization and culture.
- Ensure timely payments of advance remittance to all secretariat offices in accordance with the policies and procedures.
- Manage tracking direct debits on the accounts payable ledger.
- Responsible for ensuring updates to NetSuite and relevant bank account databases These include, besides others:
 - Supplier in accordance with the procurement managers approval.
 - Member Associations/ Partners list.
 - Employees list

The above tasks need to be undertaken in collaboration with NetSuite manager.

- Advise and collaborate amongst the team, to ensure processes, practices and systems are managed/ implemented in a harmonized manner.
- Management of all accounts payable ledgers.
- Oversee liaison with banks on set up bank accounts & manage relationships.
- Ensure timely processing of payment returns, and notify to the treasury manager of any banking issues.
- Oversee and ensure all regular and emergency international and local payment runs in a timely and accurate way.
- Engage with the external service providers, as required, including with life insurance provider, wherever not managed by People, Organisation and Culture resource. This will include providing updated statements to employees in a timely manner.
- Oversee and be pivotal in supporting the timely month end close in accordance with the month end timetable. This will include supporting with:
 - Monthly Bank Reconciliations.

- Monthly intercompany reconciliations
 - Monthly vendor statement reconciliations
 - Quarterly MA/ partner grant reconciliations.
- Support and provide all information/ responses on any internal and external audit requirements.
 - Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Qualified accountant with relevant post qualification work experience in large scale transaction processing and accounting.
- Experience of working with global systems & processes
- Experience and understanding of Organizational insurance requirements.
- Accounts payable experience would be preferred.
- Experience in the Charity Sector.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Understanding of NetSuite and used to working with various currencies.
- 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 organization skills, planning, time management.
- Ability to adapt to changing needs.
- 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.