



Finance Officer
India (Remote)
Fortify Health
Job Description

Team: Operations - Finance

Contractor Fee: INR 74,326 per month (non-negotiable)

Location: India (Remote)

Terms of employment: Contract for one year, renewal by mutual agreement

Closing: 11:59 pm IST, 7th March 2025*

*Please note: We will be reviewing applications on an ongoing basis before the closing date, so we recommend submitting applications as soon as possible. We only accept applications through the Google Form application form linked at the bottom of this page.

About Fortify Health

Fortify Health has a vision for a healthier world where everyone has the micronutrients they need to survive and thrive. We work toward this by enabling access to micronutrient-rich wheat flour to reduce and prevent iron deficiency anaemia. We currently work in many regions across India but are planning to expand to new regions in the coming years.

Fortify Health operates through three work streams:

1. Open Market Support: We support millers to cost-neutrally fortify chakki atta in the open market. Details of the regions we operate in and our beneficiaries can be found [here](#).
2. Government Partnership Support: We work with governments in India to mainstream wheat flour fortification through social safety net programs
3. Evidence Generation: We conduct monitoring and evaluation of activities to inform the public about the value of food fortification

To read more about our work and impact, visit our “What we do” section on our website [here](#).

How we work

We take a data driven approach to our work, heavily focusing on how we can have the most impact possible with the resources we have. This forms a core part of our organisational ethos. At Fortify Health, we value each of our team members and support their career development. This

commitment to our team's growth and wellbeing extends to fostering strong interpersonal connections, which we prioritise despite our distributed remote organisation, with our HR team organising regular online socials in addition to an annual full team retreat to build team cohesion.

About the role

The Finance Officer will play a key role in maintaining and improving Fortify Health's existing finance systems as the organisation expands. As part of the Operations team, the Finance Officer will support various teams with finance-related activities such as vendor management, expense management, and financial reporting.

Given Fortify Health's rapid growth, this role presents an exciting opportunity to contribute to the organisation's long-term success and sustainability. The Finance Officer will ensure timely vendor payments, maintain accurate financial records, and support audits. This role requires close collaboration with internal teams and external vendors to ensure compliance with financial policies while optimizing financial workflows.

The Finance Officer will report to Fortify Health's Senior Finance Officer.

Responsibilities and activities

The Finance Officer will be responsible for the following:

- **Financial Management & Reporting**
 - Prepare monthly reconciliations and financial reports
 - Maintain financial trackers to monitor payments, expenses, and budget utilisation.
 - Review and validate reimbursement, advance, and settlement forms to ensure policy adherence.
 - Support the Senior Finance Officer in preparing documentation for internal and external audits.
- **Vendor & Expense Management**
 - Ensure timely processing of vendor payments by maintaining an up-to-date payment tracker.
 - Act as a point of contact for vendor inquiries related to invoicing and payments.
 - Assist in maintaining organized documentation and financial records for all vendors and consultants.
 - Work closely with internal teams, consultants, and vendors to resolve finance-related queries.
- **Training & Capacity Building**
 - Develop onboarding materials on finance policies for new team members.
 - Document new finance, compliance and vendor procurement processes and policies as the organization evolves.
 - Communicate changes and train the full team on new financial processes and policies.

Please note that this job description is a guide to the work you will initially be required to undertake, but does not cover all of the duties the post holder may have to perform. Responsibilities will evolve over time, in discussion with the Senior Finance Officer.

If you were here right now, you would support with...

- **Travel & Reimbursement Optimization:** Enhancing the efficiency of the travel and reimbursement process to ensure seamless and timely reimbursements.
- **Travel Policy Revamp:** Redefining per diem, accommodation, and other travel-related costs to align with organizational needs and industry best practices.
- **Financial Document Automation:** Implementing automation to minimize manual work in financial documentation and improve accuracy and efficiency.

Candidate profile

Requirements

- Fluency in Hindi and professional proficiency in English.
- Expertise:
 - Basic skills in Microsoft Office & Google Workspace.
 - Highly numerical, with the ability to quickly process and draw insights from financial data.
 - Basic knowledge of financial terms, particularly those used in tax and financial reports in India.
- Execution:
 - Excellent attention to detail and documentation skills.
 - Ability to prioritize tasks and juggle competing demands.
- Collaboration:
 - Ability to work as part of a team.
- Communication:
 - Strong written and verbal communication skills, with a proven ability to relay important information clearly and concisely.
- Problem-solving:
 - Ability to identify problems and work proactively to find solutions.
- Growth Mindset:
 - Eager to learn from setbacks and use those insights to improve their work.

Desirable attributes

- Experience/background in finance, NGO operations or industry operations, administration, or similar in India.
- Experience working with remote team members.
- Experience working independently.
- Enthusiasm about our opportunity to improve people's lives.

**If you're not sure about applying because you don't know if you're qualified,
we would really love you to apply anyway!**

TO APPLY

PLEASE FILL OUT THIS: [APPLICATION FORM](#)
