

<b>Job/Role Title</b>	Transaction Processing Officer (Delhi)
<b>Division</b>	<b>Internal Facing</b>
<b>Grade</b>	<b>D</b>
<b>Location</b>	<b>Delhi Hub</b>
<b>Responsible to</b>	<b>Finance Manager - Hub</b>
<b>Date</b>	<b>October 2024</b>

### **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 roles are reporting to the Finance Manager - 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.

### **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 queries related to payments to suppliers, Member Associations and partners.
- Ensure timely execution (including pulling together all data/ information) of annual global travel insurance renewals, wherever applicable.
- Ensure the timely posting of payroll payment and allocation entries in NetSuite.
- Ensure timely international pension and other statutory 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 account's payable ledger.
- Responsible for ensuring updates to NetSuite and relevant bank account databases as per IPPF procedure. These include, besides others:
  - Supplier database.
  - Member Associations/ Partners list.
  - Employees list

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

- Advise and collaborate amongst the team and regional offices, to ensure processes, practices and systems are managed/ implemented in a harmonized manner.
- Management of all account's payable and receivable's ledgers.
- Oversee liaison with banks on setting up bank accounts & manage relationships in collaboration with London/regional offices.
- Ensure timely processing of payment returns and notify the treasury manager/finance manager of any banking issues.
- Oversee and ensure all regular and emergency international and local payment runs including payroll 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 Balance sheet reconciliation including:
    - Bank Reconciliations
    - Payroll Reconciliation
    - intercompany reconciliations
    - vendor statement reconciliations
    - MA/ partner grant reconciliations
    - Other reconciliation accounts
- Identify and analyze any unreconciled differences and make corrections as required to the financial accounts in NetSuite as requested
- Ensure timely year end close in accordance with the yearend timetable and accrual posting.
- Support and provide all information/ responses on any internal and external audit requirements.
- Perform other finance tasks as assigned by Finance Manager and the Head of Finance Hub.
- Work flexibly to manage different offices time zone and co-operatively as part of the Finance Department.

**Reporting/Management Responsibility:**

- None

**Key Skills/Expertise:**

- Accountant with relevant qualification and work experience in large scale transaction processing and accounting.
- Experience of working with global systems & processes
- Experience and understanding of Organisational insurance requirements.
- Accounts payable experience would be preferred.
- Experience in the Charity Sector would be preferred.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Understanding of NetSuite and used to working with various currencies is preferred.
- 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
- Collaborative and open style of working.

**Your Ethos:**

- 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 workers’ 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.