

Terms of Reference
Consultant - Accounts

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

NHSRC intends recruiting Consultant - Accounts purely on contractual basis.

Role and Responsibilities:

- Instrumental in handling the entire system of receipts and payments, budgets / advances / interacting with banks.
- Calculation, deduction of TDS and preparation of statement for TDS returns.
- Handling cash.
- Verification of bills & voucher.
- Ensure authenticity of expenses before payments.
- Vouchers preparation & filling works.
- Maintain inward and outward register & asset register etc.
- Preparation of financial reports.
- Support to Travel arrangement and settlement of travel claims of Consultants in various Divisions of MoHFW and NPMU.
- Willing to work additional hours as and when required.
- Undertake any other assignments, which may be assigned from time to time by the Accounts officer, PAO & Executive Director, NHSRC.

Eligibility:

- Post graduate in commerce with good academic record./MBA(Finance) with graduation in Commerce
- Minimum 2-3 years of post qualification work experience in accounting and finance. Preference will be given to person from NGO / Govt Institutions experience.
- Strong accounting and financial analytical skills with a demonstrated record of accuracy.
- Strong computer skills required including knowledge of Microsoft applications and experience of TALLY software is essential.
- Candidate must possess excellent oral and written communication skills in English.
- Formal educational qualification, experience & age could be relaxed for exceptional candidates.

Age: Up to 40 years

Location: New Delhi with Willingness to travel on need basis

Remuneration Range: Between Rs. 40,000/- to Rs. 90,000/- per month

Contract Tenure: Two Years with 3 months' probation

****The validity of the contract beyond 31st March 2017 is subject to continuation of NHSRC beyond 31st March 2017. In case NHSRC does not continue beyond 31st March 2017, the contract shall be treated as withdrawn.***

Note:

- Resume must reach **by 4 p.m. on 23-Aug-2016** by email to **rec.nhsrc.2016@gmail.com**.
- This supersedes the requirement of online application as given in the newspaper advertisement dated **3-Aug-2016**.
- Please ensure to mention exact position applied for in the subject line the without which resumes will not be accepted.
- If a candidate wishes to apply for more than one position then the individual is required to submit separate resumes for each position on the particular email id as mentioned in the ToR.
- It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which resume will not be accepted.