

Terms of Reference

Consultant – Accounts

National Health systems 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. Works at NHSRC is organized around multiple divisions namely- Community Processes, Quality Improvement, Public Health Planning, Public Health Administration, Healthcare Financing, Healthcare Technology and Human Resource for Health.

NHSRC intends recruiting Consultant - Account purely on Contractual basis.

Roles 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.
- Verification and validation of bills/voucher
- Ensure authenticity of expenses before payments.
- Vouchers posting in Tally package (ERP.9 and above version)
- Preparation of financial reports/presentation as per requirement on time to time
- Reconciliation of bank statement & other account balances.
- Vouchers preparation and filling works.
- Maintain inward-outward & asset register etc. as required
- Processing of travel claims of NHSRC personnel.
- Implementation of the effective financial control.
- Proficiency to independently handle Public Financial Management System.
- Willing to work additional hours as & when required.
- Undertake any other assignments, which may be assigned from time to time by the Finance Manager, PAO & Executive Director, NHSRC.

Qualifications and Experience:

Post graduate in commerce/ MBA Finance with good academic record and minimum 3 years of post-qualification work experience in accounting and finance.

Preference will be given to person having work experience with NGO/Govt Institutions/PSU/ Autonomous bodies with government.

Skills & Competencies

- Understanding the objective of the organisation
- Strong computer skills including knowledge of Microsoft applications (MS Office, Word, Excel and Power point etc), E-mail Accounting, analytical & negotiation skills
- Excellent interpersonal and communication skills and team orientation
- Innovative, creative, and action oriented
- Excellent oral and written communication skills.
- Ability to manage multiple tasks and priorities with attention to details
- Ability to work under pressure
- Willing to work additional hours as and when required.
- Results oriented, and able to plan, implement and complete tasks independently and on time.

Age: 40 years and below (As on last date for receiving the applications).

Location: New Delhi

Remuneration Range: Between Rs. 44,000/- to Rs. 99,000/- per month*

**Fee offered within the band will be commensurate qualification and experience.*

How to apply:

Applications will be accepted in the prescribed online application format only. The TOR is available on the websites www.nhsrccindia.org, www.mohfw.nic.in and www.devnetjobsindia.org . Candidates are requested to fill the online application form correctly which is available on the NHSRC website. Please click on the Apply Online tab against relevant Job Application Title to start the application process. Last date for receiving applications is **14-Feb-2019**. Only short-listed candidates will be contacted for interview and/or written test.