

Terms of Reference
Finance Analyst

Name of Division	NHM Finance Division (Financial Management Group)
Reporting to	Director (NHM-Fin), US (NHM-Finance) and Finance Controller
Name of Position	Finance Analyst
Number of Positions	One
Location	MoHFW, New Delhi

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

1. Background

National Health Mission is the umbrella programme of the Ministry of Health & Family Welfare, GOI to provide holistic public health delivery system primarily in the rural areas. The manpower support in the shape of technical assistance purely on a contractual basis is required to assist in the implementation and monitoring of the financial management systems under NHM.

2. Objective

As Finance Analyst at the central level is to monitor the funds management under NHM including RCH Flexipool, HSS, NCD, NUHM and the NDCPs including release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, E-banking, Utilization Certificates, field review visits and action taken thereon by the States.

3. Scope of Work

Key Responsibilities:

- (i) Oversee data consolidation, generation of financial MIS activity-wise, Division-wise, state-wise, quarter and year-wise and generation of comparative statements with reference to percentage of allocation, release and expenditure by Finance Assistants.
- (ii) Oversee preparation of financial year wise Guard Files of sanction orders for RCH Flexible Pool, Immunization and Mission Flexible Pool, corresponding to the Sanction Orders and overall settlement of UCs with PAO, MoHFW by Finance Assistants.
- (iii) Electronic transfer of funds to the States/UTs, website updation and maintenance of centralized fund transfer data-base for all programmes under NHM including NDCPs by Finance Assistants.

Other Responsibilities

- (i) Monitoring receipt of FMRs, Statement of Funds Position and Monthly Concurrent Audit Report from States/UTs and provide feedback on the trend of funds allocation, release and expenditure.
- (ii) Monitoring Statutory Audit process, timely receipt of Consolidated Audit Reports and Utilisation certificates, examination thereof and obtaining compliance from the respective States UTs.
- (iii) Compilation of component-wise funds utilisation data base for various programmes under NHM i.e RCH Flexipool, HSS, NCD, NUHM and NDCPs.
- (iv) Analysis of data relating to funds utilization, audited utilization certificates, trends of expenditure, pattern of utilization among the intra-RCH and NRHM components as per FMR format.
- (v) Preparation of FMR & Audit Analysis Reports for NRHM programmes and their circulation to respective Programme Divisions of the Ministry and States/UTs for comments.
- (vi) Interaction with NDCPs relating to their progressive funds release and expenditure and obtaining the prescribed monthly status reports from them.
- (vii) Review of financial processes in the States/UTs with reference to NHM financial management guidelines and suggesting improvements therein.
- (viii) Joint Team Visits to States for finance, accounts and audit performance review, specific financial studies and preparing Reports with observations & recommendations for improvement.
- (ix) Conduct training & capacity building workshops including tally for the State/District/block level finance/accounts staff from time to time and providing technical assistance to States/UTs
- (x) Provide information and data support regarding Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc. from time to time.

4. Outputs

Timely action on all tasks and responsibilities and submission of a detailed report to Director (NHM-Finance) at the end of every quarter of action taken and proposed to be taken.

5. Qualifications and experience

MBA (Finance) or PGDBM/PGDBA (Finance) from a recognized Institution preferably with a degree in Commerce/Science/Economics from a recognized university.

Experience of at least 5 years in finance and accounts matters in social and private sector. Knowledge of computerized accounting packages, preferably Tally, MS Office, MS Word, MS Power Point would be desirable.

6. Travel and subsistence

The consultant should be ready to travel extensively to State/District/Block/village levels. All travels must be authorized in advance by the Director (NHM-Finance) in advance. While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per the rules of Development Partner or his TMSA or the GOI rules.

7. Reporting Requirements

The consultant will submit a report to the Director (NHM-Finance) at the end of every quarter.

8. Consultancy period

Initially, **contract will be upto 31st March 2020 but likely to be extended**. It may extend further for a period of one year Subject to satisfactory performance, the consultancy will continue for the full one year and the contract may further be renewed purely at the discretion of the MoHFW, GOI. The consultancy can, however, be terminated by either party by giving a notice of one month in writing.

9. Remuneration

The consultant will be paid a consolidated monthly remuneration of Rs.60,000/- to Rs. 1,20,000/- on the basis of qualifications and experience as may be decided by the Joint Selection Board of the GOI, Development Partner and other nominated subject experts. If engaged and paid through GOI budget, the remuneration shall be decided by the MoHFW Selection/Review Committee on the basis of conditions prevailing at the time of open advertisement for that purpose.

The consultant shall not be entitled to any other benefits, payment, subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received. Consultants recent CV and evidence of last consultancy payment received should be attached.

10. Age Limit:

Upto 45 years on the last date of submitting application.

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to nhm.recruitments@gmail.com only, by **21-Oct-2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.