

Terms of Reference
Finance Controller (NHM-Fin)

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

Name of Division	NHM Finance Division
Reporting to	Director (NHM-Fin)
Name of Position	Finance Controller
Number of Positions	One
Location	MoHFW, New Delhi

1. Background

National Health Mission (NHM) is the umbrella programme of the Ministry of Health & Family Welfare, Government of India to provide holistic public health delivery 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 system under NHM.

Financial Management Group (FMG) working under NHM Finance Division of Ministry of Health & Family Welfare is involved in planning, budgeting, accounting, financial reporting, internal controls including internal audit, external audit, procurement, disbursement of funds and monitoring the physical and financial performance of the programme with the main aim of managing resources efficiently and achieving pre-determined objectives. Sound financial management is a critical input for decision making and programme success. Accurate and timely financial information provides a basis for informed decisions about the programme, fund release and assists in reducing delays for smooth programme implementation. FMG tries to ensure that all programmes receive their funds in a timely manner after adhering to all the GFR provisions and DoE conditionalities. Under NHM, it is the endeavour of the Government of India to build effective financial management capabilities for managing the funds provided to the State / UTs. The States have also been encouraged to set up Financial Management Groups (FMGs) at the State and strengthen financial management capacities at District level.

2. Objective

Finance Controller at the central level is to oversee the funds management under NHM including RCH Flexipool, HSS, NCD, NUHM and the NDCPs and to monitor overall financial management 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/UTs.

3. Scope of Work

Key Responsibilities:

- (i) Supervision, monitoring, training and guidance of the team consisting of a Financial Analyst and Finance Assistants for the allocated States/UTs.
- (ii) Implementation of e-banking arrangements for electronic transfer of funds to all States/UTs at State, District and block levels and implementation of customized Tally.
- (iii) Coordination with development partners, preparation and submission of claims for reimbursement of eligible expenditure.
- (iv) Devising financial MIS and parallel program management status with the help of e-banking data and reconcile the same with manual reports of the States.

- (v) Uploading financial information on HMIS Portal of the Ministry for the States/UTs.
- (vi) Coordination with Disease Control Programmes for compiling allocation, release and utilisation of funds etc.
- (vii) Statutory Audit arrangements for States/UTs including NDCPs, monitoring, review, analysis, compliance of Audit and GOI observations and timely submission of Audit Reports to Development Partners.
- (viii) Monitoring and implementation of Concurrent Audit of all States/UTs including appointment of Concurrent Auditors, receipt of monthly reports and follow up action thereon.
- (ix) Capacity building for State/District/block level finance & accounts staff from time to time in States, NIHFV and development of a common Finance & Accounts Manual for NRHM as a whole.

Other Responsibilities:

- (i) Oversee release, expenditure and unspent balance for release of funds to States/UTs for all programmes and activities under NRHM.
- (ii) Oversee timely receipt and analysis of FMRs, Statements of Funds Position, matching physical and financial progress of NRHM programmes for States/UTs.
- (iii) Act as Nodal Officer for all Finance, Accounts and Audit matters and feed back for allocated States/UTs
- (iv) Provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc. from time to time.
- (v) Monitoring financial performance indicators and convergence of financial & accounting processes under NHM at state/district /block levels.
- (vi) Joint Team Visits to States/UTs for financial management performance review, financial studies and prepare status reports with recommendations for improvement. Participating in JRMs, CRMs and implementation of their recommendations.
- (vii) Implementation of the Central Plan Scheme Monitoring System (CPSMS) for funds release under NHM.
- (viii) Appraisal of Annual PIPs of allocated States, providing draft/final comments to the Nodal Officers and attending deliberations of the NPCC.

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) / CA from a recognized institution preferably with a degree in Commerce from a recognized university.

Experience of at least 8-10 years, preferably 3-4 years in social sector. Exposure to financial management operation research, systems analysis, computer programming, government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a govt. set up and development of accounting packages will be an added advantage. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package, MS Office, MS Word, MS Power Point would be desirable.

Additional requirement for Finance Controller (Audit):

Adequate experience in audit at a supervisory level in social sector will be essential. The experience should include audit of NGOs, societies at State and District levels, preferably associated with the social sector schemes.

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 Govt. of India 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 2018 but likely to be extended, subject to performance and requirement of the Division.

9. Remuneration

The consultant will be paid a consolidated monthly remuneration of in the fee range of Rs. 90,000 to Rs. 1,30,000/- per month on the basis of qualifications and experience.

10. Age Limit:

Upto 50 years (As on last date of receiving of applications).

To Apply: Candidates are requested to email the duly filled application form to nhm.recruitments@gmail.com by **4 p.m.** on **23-Nov-2017**. The application form is available on the TOR which is uploaded on the NHSRC website. Application submitted in other format will not be accepted.