

**Terms of Reference
Finance Data 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 Data Analyst
Number of Positions	One
Location	MoHFW, New Delhi

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 Data Analyst at the central level is to monitor funds under NHM including NHM RCH Flexible Pool, HSS Flexible Pool, NCD Flexible Pool, NUHM Flexible Pool and the NDCP Flexible Pool including data entry, release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, E-banking, Utilization Certificates, conduct financial review visits and action taken by the States.

3. Scope of Work

Key Responsibilities:

- (i) Consolidation and custodian of data received from States and the state-wise FMG teams.
- (ii) Compilation of component-wise funds release and utilization data base for various programmes under NHM.
- (iii) Compilation of matching state share for all programmes covered under NHM at the central level.
- (iv) Create a sound technical data base after verifying and freezing the data obtained from the States, FMG, NDCPs and other grantee institutions, if necessary by undertaking field verifications.
- (v) Analysis of data and 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 on the basis of the data received by the State-wise FMG teams.
- (vi) Provide information and data support regarding Parliament Questions/Committees, RTI, VIP references, Budget related matters, CAG & DGACE audits etc. from time to time.
- (vii) Suggest reviews and improvement in the finance/accounts/data processes in the States/UTs with reference to the trends noticed.
- (viii) Conduct training & capacity building on overall data management in the States/UTs and participate in CRMs and other Review Teams under NRHM.
- (ix) Regular updation of web content and Uploading of sanction orders on the website of the Ministry.
- (x) Any other work assigned from time to time.

4. Output

Timely action on all tasks and responsibilities and provide work support to Director (NHM-Finance), US (NHM Finance), Finance Controller(s) and the Finance Analyst(s).

5. Qualification:

B. Com (Hons) or M. Com or MBA (Finance) or an equivalent degree from a recognized university or Institute.

6. Experience:

Experience of at least 3 years in finance and accounts data management in social and private sector. Knowledge of computerized accounting packages and other related software's preferably Tally, MS Office, MS Word and MS Power Point would be desirable.

7. Travel and subsistence

The consultant should be ready to travel extensively to State/District/Block/village levels. While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per the government rules for equivalent positions.

8. Consultancy period

Initially, contract will be upto 31st March 2020 but likely to be extended, subject to performance and requirement of the Division.

9. Remuneration:

The consultant will be paid a consolidated monthly remuneration in the fee range of Rs. 60,000/- to Rs.1,20,000/- on the basis of qualifications and experience.

10. Age Limit:

Upto 45 years on the last date of submitting application.

Formal educational qualification, experience and age may be relaxed for exceptional candidates.

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.