

## Terms of Reference

### Finance Manager

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 Finance Manager purely on contractual basis.

#### Role and Responsibilities:

- Monitoring of financial contracts, assessment of financial statements, supervising formulation and ensuring implementation of standard operation administrative procedures
- Budgeting & finance management of NHSRC and oversee such activities of its branch office(s)
- Ensuring financial discipline and operational efficiency of the organization
- Ensuring compliance to all statutory financial norms and government financial rules
- Nodal person to deal with the audit parties and facilitation in audit proceedings & reply
- Liaisoning with MoHFW, local authorities and bank as and when required
- Periodic financial reporting to the Principal Administrative Officer, the Executive Director, MoHFW, EC & GB
- Supervising all payments and ensure accuracy in disbursements
- Monitoring / managing accounts in Tally package & address issues related to Tally
- Making relevant records available for audit
- Provide inputs for reply to RTI and/or Lok Sabha questions, whenever required
- Preparation of committed expenses statement and its correspondence
- Supervising, mentoring & training the finance team
- Undertake any other assignments which may be assigned from time to time by the Principal Administrative Officer or the Executive Director, NHSRC.

#### Eligibility:

- MBA in Finance from a recognized university/institution or qualified C.A. with graduation in commerce
- Work experience for minimum five (5) years of post PG/Masters qualification in the area of maintain finance systems in health/social sector
- Computer proficiency in MS Office – Word, Excel, PowerPoint etc.
- Excellent verbal & written communication skills.
- Ability to undertake and complete multiple tasks under pressure and should be a team leader
- Preference will be given to candidates with work experience in NRHM/NHM.
- Formal educational qualification, experience & age could be relaxed for exceptional candidates.

**Age Limit:** Up to 55 years

**Location:** New Delhi with Willingness to travel on need basis

**Remuneration Range:** Between Rs. 90,000/- to Rs. 1,30,000/- per month

**Contract Tenure:** Two Years with 3 months' probation

***\*The validity of the contract beyond 31<sup>st</sup> March 2017 is subject to continuation of NHSRC beyond 31<sup>st</sup> March 2017. In case NHSRC does not continue beyond 31<sup>st</sup> 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.