

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 questions from either house of Parliament., whenever required
- Preparation of committed expenses statement and its correspondence
- Supervising, mentoring & training the finance team
- Submission of Audited accounts after due approval of GB to MoHFW for laying to COPLOT
- Liaison and Coordination with IAHQ team during Ministry's internal audit and appropriate response to the Audit para.
- Coordinate and conduct internal audit of RRC NE and NHSRC office annually.
- Undertake any other assignments which may be assigned from time to time by the Principal Administrative Officer or the Executive Director, NHSRC.

Competencies and Experience:

- MBA in Finance from a recognized university/institution or qualified C.A. with graduation in commerce
- Work experience for minimum seven (7) years of post PG/Masters qualification in the area of maintaining 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

Age Limit: 50 years (As on last date of receiving applications)

Age can be relaxed for a suitable candidate.

Location: New Delhi with willingness to travel on need basis

Remuneration Range: Between Rs. 99,000/- to Rs. 1,43,000/- per month

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

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 recruitments.nhsrc@gmail.com only by 16th October 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.