

Terms of Reference

Short Term Consultant – Accounts

National Health systems 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. Works at NHSRC is organized around multiple divisions namely- Community processes, Quality Improvement, Public Health Planning, Public Health Administration, Health Care Financing, Health Care Technology and Human Resource for Health.

NHSRC intends recruiting Short Term Consultant - Accounts purely on Contractual basis.

Roles and Responsibilities:

- Instrumental in handling the entire system of receipts and payments, budgets/ advances/interacting with banks.
- Calculation, deduction of TDS and preparation of statement for TDS returns.
- Verification and validation of bills/voucher
- Ensure authenticity of expenses before payments.
- Vouchers posting in Tally package (ERP.9 and above version)
- Preparation of financial reports/presentation as per requirement on time to time
- Reconciliation of bank statement & other account balances.
- Vouchers preparation and filling works.
- Maintain inward-outward & asset register etc. as required
- Processing of travel claims of NHSRC personnel.
- Implementation of the effective financial control.
- Proficiency to independently handle Public Financial Management System.
- Willing to work additional hours as & when required.
- Undertake any other assignments, which may be assigned from time to time by the Finance Manager, PAO & Executive Director, NHSRC.

Qualifications and Experience:

Post graduate in commerce/ MBA Finance with good academic record and minimum 3 years of post-qualification work experience in accounting and finance.

Preference will be given to person having work experience with NGO/Govt Institutions/PSU/ Autonomous bodies with government.

Skills & Competencies

- Understanding the objective of the organisation
- Strong computer skills including knowledge of Microsoft applications (MS Office, Word, Excel and Power point etc), E-mail Accounting, analytical & negotiation skills
- Excellent interpersonal and communication skills and team orientation
- Innovative, creative, and action oriented
- Excellent oral and written communication skills.
- Ability to manage multiple tasks and priorities with attention to details
- Ability to work under pressure
- Willing to work additional hours as and when required.
- Results oriented, and able to plan, implement and complete tasks independently and on time.

Age: 40 years and below (As on last date for receiving the applications).

Duration: 3 months (may be extended depending on further requirement)

Remuneration Range: Between Rs. 44,000/- to Rs. 99,000/- per month*

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

How 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 shortterm.nhsrc@gmail.com by **31st December 2018**. 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.