

Terms of References for Contractual positions

Assistant Manager (Finance & Accounts) at State Headquarter

QUALIFICATIONS:

Chartered Accountant, Pass in subject of Punjabi upto Matric standard.

EXPERIENCE

One year Experience

SPECIFIC DUTIES AND RESPONSIBILITIES WILL INCLUDE:-

- To establish accounting systems, procedures and internal controls on regular basis for programme funding.
- To implement records and reporting formats, to ensure that all financial transactions and information are accurately recorded and adequately monitored for decision making and projections.
- To ensure that all expenses are in conformity with established rules and regulation.
- Prepare monthly and quarterly financial reports.
- Timely disbursement of funds to all the stakeholders and health facilities within the state for the effective implementation of various programme implemented by state.
- To meet all financial reporting requirements under the project agreement with Gol/GoP.
- To carry out regular internal checks and coordinate with external auditors and AG/ CAG for meeting audit requirements and submit audit reports as required annually.
- To manage all the petty cash accounts and recommend other payments for approval as per rules and regulations.
- To maintain proper dead stock registers and records, and ensure that all purchases / procurement are in accordance with the set norms.
- To review insurable risks, fulfill the statutory requirements and safeguard the legal documents and records.
- To compile and monitor financial information of the various programme and other agencies as required and implemented by NRHM
- To ensure that the state financial management is in accordance with the set rules and regulation.
- To attend to any other duties / responsibilities assigned by the authorities and Mission Director NRHM. Periodic checking of accounts maintained by

health facilities / stakeholders within the district and take remedial measures for proper maintenance of accounting systems.

- To maintain all financial records in computer by using accounting software [Customized 'Tally'] and also keep hard copy.
- Identify the cause of any unreasonable delay in the achievement of milestones, or in the release of funds on the achievement of milestones; and propose corrective action.
- Provide regular report/ feedback on programme.
- Undertake any other duties assigned to him by reporting Officer.

SALARY

Honorarium will be paid on a monthly basis @ Rs.22,000/- subject to deduction of taxes as applicable.

NO. OF VACANCIES: One at State Headquarter Chandigarh

- Note:**
- (1) Posts may increase/decrease.
 - (2) These posts may be discontinued at any time depending upon the work load requirement or validity of the project.
 - (3) Reservation policy of the Govt. of Punjab will be followed in the recruitment of above categories of staff
 - (4) The posts will be place specific and non-transferable
 - (5) Application should be submitted at O/o Mission Director, NRHM, 5th Floor, Praayas Building, Dakshin Marg, Sector 38-B, Chandigarh-160036