

Term of Reference - Finance Analyst

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 on behalf of FMG, NRHM Finance Division of Ministry of Health & Family Welfare intends recruiting the following position purely on contractual basis.

Post: Finance Analyst

1. Qualification & Experience:

MBA (Finance) or PGDBM/PGDBA (Finance) from a recognized Institution preferably with a degree in Commerce/Science/Economics from a recognized University

Experience of at least 5 year in finance and accounts matters in social and private sector. Knowledge of computerized accounting packages, preferably Tally, MS Office, MS Word, MS Power point and **proficiency in written and spoken English and making power pint presentations would be desirable.**

2. **Age Limit:** Up to 40 years on 14 June, 2015

3. Key Responsibilities:

- (i) Oversee data consolidation, 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, prepare and update state-wise financial management profiles.
- (ii) Oversee preparation of financial year wise Guard Files of sanction orders for NRHM-RCH Flexible Pool, NUHM Flexible Pool, Flexible Pool for Communicable Diseases corresponding to the Sanction Orders and settlement of UCs with PAO, MoHFW.
- (iii) Facilitate electronic transfer of funds to the State/UTs *Through treasury Route*, website updation and maintenance for centralized fund transfer data-base for all.

Other Responsibilities:

- (i) Monitoring receipt of FMRs, Statement of Funds Position (SFP) and Monthly Concurrent Audit Report from States/UTs, their analysis and provide feedback on the trend of funds allocation, release and expenditure.
- (ii) Monitoring Statutory Audit process, timely receipt of Consolidated Audit Reports and utilization certificates, examination thereof and obtaining compliance from the respective States UTs.
- (iii) Compilation of component-wise funds utilization data for various programmes under NHM i.e RCH Flexible Pool including Routine Immunisation Programme, Pulse Polio Immunisation Programme, National Iodine Deficiency Disorders Control Programme etc., Health System Strengthening, NUHM and NDCPs.
- (iv) Analysis of data relating to fund utilization, audited utilization certificates, trends of expenditure, pattern of utilization among the intra-RCH and NRHM/NUHM components as per FMR format.
- (v) Circulation of FMR & Audit Analysis Report for NRHM/NUHM Programmes to respective Programme Divisions of the Ministry and States/UTs for comments.

- (vi) Interaction with NUHM and NDCP about their release, expenditure and obtaining monthly status reports from them.
- (vii) Review of financial processes in the States/UTs with reference to NRHM financial management guidelines and suggesting improvements therein.
- (viii) Joint Team Visit to states for finance, accounts and audit performance review, specific financial studies and preparing Reports with observations & recommendations for improvement.
- (ix) Conduct training & capacity building workshops including tally for the State/District/block level finance/accounts staff from time to time and providing technical assistance to States/UTs
- (x) Provide information and data support regarding Parliament Questions/Committees, RTI, VIP reference, CAG & DGACE audits etc. from time to time.
- (xi) Any other work assigned by the senior officials.

Tenure of Contract: Initially the tenure will be for the period of one year

Remuneration: A consolidated remuneration of Rs. 40,000 - 60,000/-, depending upon the experience possessed by the incumbent

Note: It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which it will not be accepted.

Applications must reach by **4 p.m. on 06-Aug-2015** by email to fa.mohfw.2015@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**