

Job Description

Accountant - SPMU

Position	Accountant - SPMU
Location	State Health Society, Bihar, Patna
<b>No. of Vacancies : 05(Five)</b>	
<b>Maximum Age (In years, as on 1<sup>st</sup> September, 2020):</b> Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42	
10 years relaxation in age will be admissible to Divine Body applicant.	
<b>Essential Qualification:</b>	
<ul style="list-style-type: none"><li>B.Com (Full Time) from any recognized Institute / University <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months)</li></ul>	
OR	
<ul style="list-style-type: none"><li>CA Inter <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months)</li></ul>	
OR	
<ul style="list-style-type: none"><li>ICWA Inter <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months)</li></ul>	
<b>Essential Experience:</b>	
<ul style="list-style-type: none"><li>Minimum 3 years of post-qualification work experience in Accounts/ Finance Function/ CA firm.</li></ul>	
<b>Key Competencies :</b>	
<ul style="list-style-type: none"><li>Computer Proficient in Accounting Software Tally.</li><li>Experience of having worked as Accountant for managing accounts with some establishment.</li><li>Knowledge of fundamentals of Accounting standards and procedures, Taxation rules FCRA (Foreign Contribution Regulation Act) and other applicable laws.</li><li>Preparation of Financial Statements, TDS.</li><li>Budget Planning and Execution.</li><li>Financial Management.</li><li>Proficient in MS Office package.</li><li>Good oral and written communication skills in Hindi and English, presentation skills and analytical skills.</li></ul>	
<b>Purpose of Assignment:</b>	
<ul style="list-style-type: none"><li>The post of Accountant - SPMU needs to monitor and assist financial and administrative matters. S/He will be required to handle all matters relating to accounts, budgeting and financial matters and management of accounting procedure.</li></ul>	

*Lalita Baniar*  
*16.09.2020*

*16/9/2020*

*Rajib*

**Summary of Roles and Responsibilities :**

- Ensure timely and up-to-date information availability on all financial project and program matters in NHM according to the requirement.
- To organize and maintain the fund flow mechanism from State to Districts.
- Ensuring timely submission of accounts/ financial statements at the State level (of all District Health Societies).
- Visit districts for monitoring and to provide requisite consultation.
- Understanding and keeping updates on local laws, T.D.S, VAT, EPF, ESI, FCRA, GI and other applicable laws.
- Preparing guidelines for grants disbursement.
- Disbursing the grants as per the guidelines.
- Documentation, Monitoring and Reporting of utilization of funds disbursed to them.
- Preparing the contracts document.
- Financial assessment/monitoring of projects.
- Providing assistance to the various components of NHM in developing budgets.
- Any other related duties or assignment as directed by the Reporting Authority/ EDSHSB.

**Remuneration/Compensation:**

Consolidated remuneration @ Rs. 22,500/- per month.

*Rohita Barua*  
*16.09.2020*

*[Signature]*  
*16/9/2020*

*[Signature]*  
*Rajesh*

Job Description  
Accountant - RPMU

Position	Accountant - RPMU
Location	RPMU, Bihar
No. of Vacancies : 09 (Nine)	
<p><b>Maximum Age (In years, as on 1<sup>st</sup> September, 2020):</b> Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male &amp; Female) - 40, SC / ST (Male &amp; Female) – 42</p> <p>10 years relaxation in age will be admissible to Divine Body applicant.</p>	
<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>B.Com (Full Time) from any recognized Institute / University <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>CA Inter <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>ICWA Inter <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months)</li> </ul>	
<p><b>Key Competencies :</b></p> <ul style="list-style-type: none"> <li>Computer Proficient in Accounting Software Tally.</li> <li>Experience of having worked as Accountant for managing accounts with some establishment.</li> <li>Preparation of Financial Statements, TDS.</li> <li>Budget Planning and Execution.</li> <li>Working Knowledge of PFMS and other accounting package.</li> <li>Proficient in MS Office package.</li> <li>Ability to work in a multi-disciplinary team environment.</li> <li>Excellent interpersonal skills and able to make effective collaboration with the community.</li> <li>Good oral and written communication skills in Hindi and English, presentation skills and analytical skills.</li> <li>Self-motivated.</li> </ul>	
<p><b>Purpose of Assignment:</b></p> <ul style="list-style-type: none"> <li>The post of Accountant - RPMU needs to monitor and assist financial and administrative matters.</li> </ul>	

*Rajita Bera*  
16.09.2020

*16/9/2020*

*Rajish*



**Summary of Roles and Responsibilities :**

- Periodic auditing/checking of accounts maintained by district health society/ health facilities.
- 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 ensure that all financial transaction and information are accurately recorded and adequately monitored for decision making and projection.
- Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
- To ensure that all expenses are in conformity with established rules and regulations.
- To develop yearly financial plans and budgets and timely disbursement of funds to all the stakeholders and health facilities within the region for the effective implementation of various programme.
- Support supervision visit within the region.
- Compile and monitor financial information of the various program and other agencies as required.
- Undertake any other duties / assignment assigned by Reporting Authority / ED.

**Remuneration/Compensation:**

Consolidated remuneration @ Rs. 15,000/- per month.

*Leela Barua*  
*16.09.2020*

*16/9/2020*

*Rajib*

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(9)

**Job Description**  
**Accountant – (DPMU)**

<b>Position:</b>	Accountant – (DPMU)
<b>Location:</b>	District Health Society, Bihar
<b>No. of Vacancies :</b> 38(Thirty Eight)	
<b>Maximum Age (In years, as on 1<sup>st</sup> September, 2020):</b> Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42 10 years relaxation in age will be admissible to Divine Body applicant.	
<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>• B.Com (Full Time) from any recognized Institute / University <u>with</u> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months )</li><p style="text-align: center;">OR</p><li>• CA Inter <u>with</u> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months )</li><p style="text-align: center;">OR</p><li>• ICWA Inter <u>with</u> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months )</li></ul>	
<b>Key Competencies :</b> <ul style="list-style-type: none"><li>• Computer Proficient in Accounting Software Tally. Working Knowledge of PFMS and other accounting package.</li><li>• Experience of having worked as Accountant for managing accounts with some establishment.</li><li>• Preparation of Financial Statements, TDS.</li><li>• Budget Planning and Execution.</li><li>• Proficient in MS Office package.</li><li>• Ability to work in a multi-disciplinary team environment.</li><li>• Excellent interpersonal skills and able to make effective collaboration with the community.</li><li>• Good oral and written communication skills in Hindi and English, presentation skills and analytical skills.</li></ul>	
<b>Purpose of Assignment:</b> <p>Accountant will be responsible for supporting in managing budgetary utilization and timely preparation of related reports.</p>	
<b>Summary of Roles and Responsibilities :</b> <p>The main duties and responsibilities of Accountant will include but will not be limited to the following:-</p> <ul style="list-style-type: none"><li>• Preparing &amp; Managing the cash book, ledger, bank/PFMS register/cheque register.</li><li>• Keeping the record of Bank balance on daily basis and keep District Health Society updated on account.</li><li>• Preparing and managing cash book and ledger.</li><li>• Preparation of monthly bank reconciliation statement on the basis of bank passbook and cash book.</li><li>• Ensuring the timely and appropriate payment to beneficiaries under different programs.</li><li>• Ensuring timely incentive payment to the ASHAs &amp; keeping informed in case of any</li></ul>	

*Rehita Barua*  
16.09.2020

*16/9/2020*  
*Rajesh*

irregularities/complaints.

- Sending demand in case of fund deficit under any program.
- Keeping record of the fund received and ensures expenditure to the same as per the guidelines.
- Any other related duties or assignment as directed by the Reporting Authority/ EDSHSB.

**Remuneration/Compensation:**

Consolidated remuneration @ Rs. 15,000/- per month.

*Rekita Barica*  
16.09.2020

*16/9/2020*

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Job Description

Urban Health Accounts Assistant – (DPMU-NUHM)

Position	Urban Health Accounts Assistant – (DPMU –NUHM)
Location	Any of the NUHM district namely Aurangabad, Begusarai, Bhagalpur, Bhojpur, Buxar, Darbhanga, East Champaran, Gaya, Jehanabad, Katihar, Munger, Muzaffarpur, Nalanda, Nawada, Patna, Purnia, Rohtas, Saharsa, Saran, Siwan, Vaishali & West Champaran.
No. of Vacancies : 31(Thirty One)	
Maximum Age (In years, as on 1 <sup>st</sup> September, 2020): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42	
10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification:	<ul style="list-style-type: none"><li>B.Com (Full Time) from any recognized Institute / University <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months )</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>CA Inter <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months )</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>ICWA Inter <b>with</b> Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months )</li></ul>
Key Competencies :	<ul style="list-style-type: none"><li>Computer Proficient in Accounting Software Tally.</li><li>Preparation of Financial Statements, TDS.</li><li>Budget Planning and Execution.</li><li>Working Knowledge of PFMS and other accounting package.</li><li>Proficient in MS Office package.</li><li>Ability to work in a multi-disciplinary team environment.</li><li>Excellent interpersonal skills and able to make effective collaboration with the community.</li><li>Self-motivated and able to motivate others.</li><li>Ability to use the computer system in order to obtain various information.</li></ul>
Purpose of Assignment:	Urban Health Accounts Assistant will be responsible for supporting to Urban Primary Health Centre (UPHC) Medical Officer In-Charge (MOIC) in managing budgetary utilization and timely preparation of related reports and submit to MOIC and if required also submitted in DHS/SHS.

*Lehita Barua*  
*16.09.2020*

*[Signature]*

*[Signature]*

**Summary of Roles and Responsibilities :**

The main duties and responsibilities of Urban Health Accounts Assistant will include but will not be limited to the following:-

- Preparing & Managing the cash book, ledger, bank/PFMS register/cheque register of UPHC account.
- Keeping the record of Bank balance on daily basis and keep UPHC MOIC & District Health Society updated on account.
- Preparing and managing cash book and ledger of Rogi Kalyan Samiti.
- Support for preparing and managing cash book and ledger of Mahila Aarogya Samiti.
- Preparation of monthly bank reconciliation statement on the basis of bank passbook and cash book.
- Preparation and submission of monthly/quarterly/annual statement of expenditure (SoE) of National Urban Health Mission (NUHM) in prescribed formats by 2<sup>nd</sup> working day of the month to DHS and ensure dispatch of the same from DHS to SHSB by 10<sup>th</sup> working day of every month.
- Ensuring the timely and appropriate payment to beneficiaries under different programs of NUHM.
- Ensuring timely incentive payment to the ASHAs & keeping District Health Society (DHS) and State Health Society (SHSB) informed in case of any irregularities/complaints.
- Sending demand letter to DHS duly signed by MOIC in case of fund deficit under any program.
- Sending bills of outsourcing agencies/guard/Building owner etc. to DHS by 2<sup>nd</sup> working day of every month so that undue delay can be avoided.
- Keeping record of the fund received from DHS and ensures expenditure to the same as per the guidelines.
- Work under the supervision and guideline of MOIC.
- Keep regular contact with DHS/SHSB as and when required and ensuring pursuance of the instructions received from DHS time to time to totality.
- Any other work assigned by the concerned authority. Any other related duties or assignment as directed by the Reporting Authority/ EDSHSB.

**Remuneration/Compensation:**

Consolidated remuneration @ Rs. 15,000/- per month.

*Rohita Barua*  
16.09.2020

*[Signature]*  
16/9/20

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