

TERMS OF REFERENCE

General	
Position	District Accounts Manager
No. of Post	One in each District- Bhagalpur, Buxar, Darbhanga, Gopalganj, Jehanabad, Kaimur, Patna & Sitamarhi
Location	District Health Society
Duration of Contract	The recruitment will be on contractual basis up to the age of 60 years subject to following conditions: (A) Continuity of NHM. (B) Sanction of the post in RoP under NHM. (C) Availability of fund. (D) Performance is found satisfactory after objective review of work performance.
Eligibility Criteria	
Category : One in each district (Single)	
Maximum Age: UR (Male) – 37 yrs, UR (Female)- 40 yrs, BC/EBC (Male/Female)- 40 yrs, SC/ST (Male/ Female)- 42 yrs as on 1 st January, 2019. 10 years relaxation in age will be admissible to differently abled candidates.	
Essential Qualification : <ul style="list-style-type: none">• CA/CA (Inter)/MBA in Finance (Regular Mode with 2 years course)/Post Graduate Diploma in Financial Management (Regular Mode with 2 years course) /M.Com/ ICWA/ from any recognised University/ Institution.	
<u>Other information/Requirements/Conditions</u>	
<u>Roles and Responsibilities :</u> <ul style="list-style-type: none">• Managing the accounts of the Society, including grants received from State Health Society as well as funds mobilized from donors and or user fees / membership fees etc.• Disbursement of funds to the implementing agencies.• Preparation and submission of monthly/ quarterly /annual statement of expenditure (SoE) in prescribed formats.• Ensuring adherence to laid down accounting standards as may be adopted by the Governing Body of the District Health Society.• Ensuring timely issue and submission of UCs for the utilized funds.• Adhering to the system for periodic Internal Audit and established accounting system.• Implement computerized financial MIS system.• Ensure timely conduct of external audit.• Establish and maintain double entry system of accounting and perform any other task assigned by Civil Surgeon/ District Magistrate / State Health Society, Bihar.	
<u>Desirable Skills :</u> <ul style="list-style-type: none">• Demonstrate ability to work in a multi-disciplinary team environment.• Demonstrate experience in operationalizing health programme at field level and strengthening regional / district level health system.	
<u>Remuneration:</u>	

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- Consolidated remuneration of Rs. 27,000/- per month.

Agreement

- Selected candidate will have to sign a contractual agreement with DPMU.

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