

TERMS OF REFERENCE

General	
Position	Regional Accounts Manager
No. of Post	4 (Four)
Location	Regional Programme Management Unit
Duration of Contract	The recruitment will initially be for a period of eleven months which shall be extendable upto three years subject to following conditions: (A) Performance is found satisfactory after objective review of work performance (B) Sanction of the post in RoP under NHM (C) Availability of fund. The contract may be further extended beyond three years subject to fulfilment of criteria (a), (b) and (c) mentioned above.
Eligibility Criteria	
Category : UR-01, UR (F)-01, EBC-01, BC-01 (Backlog)	
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/PG Degree/Diploma or higher qualification in Financial Management/M.Com/ICWA. • Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point. 	
Desirable :	
Experience :	
<ul style="list-style-type: none"> • At least 3 years post-qualification work experience. 	
Other information/Requirements/Conditions	
Roles and Responsibilities :	
<ul style="list-style-type: none"> • Periodic auditing/checking of accounts maintained by district health society/ health facilities within the region and take remedial measures for proper maintenance of accounting system. • 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 establish audit and accounting systems. Procedures and internal controls on regular basis for programme funding to all the stakeholders and health facilities within the regional office. • To implement records and reporting formats 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 programme and other agencies as required. • Undertake any other finance related duties assigned to him by reporting officer. 	

Mithal
08/01/19

15/01/19
08/01/19 *Rajesh*

Desirable Skills :

- Demonstrate ability to work in a multi-disciplinary team environment.
- Demonstrate experience in operationalizing health programme at field level/ working in strengthening regional / district level health system.

Remuneration:

Consolidated remuneration of Rs. 35,000/- per month.

Agreement

Selected candidate will have to sign a contractual agreement with SHSB/RPMU.

M. H. S.
08/01/19

12000
08/01/19

Rajesh