

Terms of Reference Consultant (Finance)

Seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Responsibilities:

1. To collect and analyse data required for financial planning.
2. Monitoring and evaluation of state/district level finance management and suggesting midterm corrections.
3. Trend analysis and projection of financial requirements, financial forecast and aligning finance plan with national strategic plan.
4. To work in close collaboration with the NRHM finance to achieve the financial objectives of the program.
5. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP 11.
6. Assistance in preparation of Annual action plan
7. Replies of various paras raised by C&AG (Reasons for Savings & Excess- Expenditure out of the allocated budget)
8. Estimation of cost of drugs and adjustment in the Govt.Accounts18.Preparation of salary and Issue of Form No. 16A for the CTD contractual employees.
9. Any other job assigned as per programme need.

Essential Qualification / Requirements

Under graduate degree in commerce with 5 years' experience in Finance Management or Post graduate degree in commerce with 3 years' experience in Finance Management or MBA with Financial Management and accounts as study subjects and 3 years' experience in Finance Management.

Preferential Qualification/Skills

1. At least 2 years' experience in handling accounts either in government or in Public Sector
2. Working knowledge of computers

Reporting

The Additional Director / Financial Advisor and Chief Accounts Officer

Workstation:

The workstation of Software Programmer is at National Health Mission- Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu and the places as decided by NHM.

Mode of Recruitment:

The Consultant Finance shall be engaged on Contract basis for a period of 11 months. The Consultant Finance first term (11 months) will be on probation. Subject to satisfactory performance, the Consultant Finance will be continued for the subsequent terms, through appropriate renewal's.

Termination:

The contract can be terminated by either party giving a notice of one month in writing.

Remuneration:

The Consultant Finance will be paid a consolidated monthly salary as per NHM-TN norms (Rs. 35,000/-)*. shall not be entitled to any other benefits, payments, subsidy, compensation or pension. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be

levied as per existing rules on the remuneration received.