

Terms of Reference

Short Term Consultant –Accounts

National Health Systems Resource Centre (NHSRC) is a technical support institution under the National Health Mission (NHM), Ministry of Health & Family Welfare. NHSRC works closely with the MoHFW and the States for Health Systems strengthening and supporting implementation of interventions under the NHM. Work at the NHSRC is organised around eight divisions, namely – Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Knowledge Management Division, Public Health Administration, Quality and Patient Safety and Information Technology division.

Since its inception in 2006, NHSRC has been a repository of knowledge and a centre of excellence for its agenda. This organization has professional linkages with a plethora of domestic and international bodies involved in the field of Public Health. There have been a number of personnel who have served with NHSRC and gained invaluable experience enabling them to graduate to next rung of professional ladder. Vast exposure to Union Ministry of Health and Family Welfare and its processes and State Health Department is a unique feature of NHSRC.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes, through hands on implementation assistance at National, State and District levels. Working with a transdisciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care and patient safety, public health planning and health promotion. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the vision of universal health coverage.

NHSRC intends recruiting Short Term Consultant –Accounts purely on contractual basis.

Role and Responsibilities:

- Instrumental in handling the entire system of receipts and payments, budgets / advances / interacting with banks.
- Calculation, deduction of TDS and preparation of statement for TDS returns.
- Verification of bills & voucher.
- Ensure authenticity of expenses before payments.
- Vouchers preparation & filling works.
- Maintain inward and outward register & asset register etc.
- Preparation of financial reports.

- Support to Travel arrangement and settlement of travel claims of Consultants in various Divisions of MoHFW and NPMU.
- Willing to work additional hours as and when required.
- Undertake any other assignments, which may be assigned from time to time by the Finance Manager, PAO & Executive Director, NHSRC.

Eligibility:

- Post graduate in commerce with good academic record./MBA(Finance) with graduation in Commerce
- Minimum 2 years of post qualification work experience in accounting and finance. Preference will be given to person from NGO / Govt Institutions experience.
- Strong accounting and financial analytical skills with a demonstrated record of accuracy. • Strong computer skills required including knowledge of Microsoft applications and experience of TALLY software is essential.
- Candidate must possess excellent oral and written communication skills in English

Age Limit: 45 years & below (As on last date of application)

Location: New Delhi with Willingness to travel on need basis

Contract tenure: Three months and extendable

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

****Fee offered within the band will be commensurate qualification and experience***

Note: As this is a short term assignment;

- Preference will be given to candidates residing within Delhi/NCR region.
- The selected candidate will be required to join within 7 days.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **30th January 2024**.