

Terms of Reference
Consultant – Accounts (RRC-NE)

Name of Cluster	Administration, RRC-NE
Reporting to	Director, RRC-NE, Guwahati, Assam
Name of Position	Consultant, Accounts
Number of Position	One
Location	RRC-NE Office, Guwahati

NHSRC is seeking applications from eligible candidates for the position of Consultant, Accounts for its branch office – Regional Resource Centre for Northeastern States (RRC-NE) at Guwahati, Assam.

1. Background

National Health Mission (NHM) is the umbrella program of the Ministry of Health and Family Welfare, Government of India to ensure provisioning of universal health coverage for providing access to equitable, affordable and quality health care services which is accountable and at the same time responsive to the needs of the people. The Mission also aim for reduction of children and maternal mortality as well as population stabilization, gender, and demographic balance.

National Health Systems Resource Centre (NHSRC) is a technical support organization under the National Health Mission, Ministry of Health & Family Welfare. NHSRC channelizes required technical assistance for the MoHFW and the States for various tasks. Such requirements are dynamic in nature. For meeting the specific needs of eight NE States, Regional Resource Centre – NE (RRC-NE) at Guwahati functions as branch office of NHSRC. The team at RRC-NE is headed by the Director with technical teams for each area.

Work at the NHSRC/RRC-NE is organized around seven divisions, namely – Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Public Health Planning, Public Health Administration and Quality & Patient Safety.

2. Objective

As Consultant, Accounts, the overall objective is to maintain accounts of RRC, NE and various funds routed through RRC, NE and report to authority about various financial aspects as and when required/necessary.

3. Scope of Work&Key Responsibilities:

- a) Proper maintenance of accounts as per guidelines of Govt. of India & NHSRC.
- b) Assisting in preparation of annual budget of RRC-NE.
- c) Process for payment of the consolidated pay of the staff.
- d) Preparing payments of travel related claims & advances of the officials.
- e) Ensuring timely process for payment of all bills/claims.
- f) Monthly process for telephone and laptop re-imburement to RRC-NE staff.
- g) Keeping records of all accounts related files & folders.
- h) Maintenance of accounts in Tally software& PFMS payments (when required).
- i) Preparation of statement of expenditure & giving report on financial status of RRC-NE on monthly basis to NHSRC, New Delhi.
- j) Maintenance & preparation of financial statements of all other funds routed through RRC, NE. If required, guide/assist in maintenance of accounts of these funds.
- k) Ensure deduction of TDS as per income tax & GST rules.
- l) Maintenance of Cash Register, Fixed Asset Register, Bank Register, Stock Register.
- m) Coordinate the audit team during RRC-NE Internal audit, statutory audit.
- n) Any other work as assigned from time to time by ED, NHSRC and Director, RRC-NE.

4. Output

Timely accomplishment of task and responsibilities and regular reporting to the Director, RRC-NE.

5. Qualifications and experience

- a. M.Com (Accounts)/ MBA (Finance) with good academic records.
- b. Have at least 3 (three) years of Post qualification experience.
- c. Experience of working with NGO/Govt. Institutions/PSU/Autonomous bodies would be desirable.
- d. Good communication skills in English – both written and oral, presentation skills.
- e. Ability to carry out the given task on his/her own or minimal supervision.

6. Travel and subsistence – As per NHSRC/RRC-NE norms

The Consultant should be ready to travel within NE States and NHSRC, Delhi office as and when necessary. All travels must be authorized in advance by Director, RRC-NE. The Consultant shall be reimbursed for travel as per NHSRC rules.

7. Reporting Requirements

The Consultant will submit monthly/applicable updated report to the Director, RRC-NE.

8. Workstation:

The workstation of consultant is at RRC, NE, Guwahati. However, s/he may be required to be relocated at any of the stations in any NE States on requirement of organization.

9. Consultancy Period and Consultancy fees

Initially, it will be till **31st March, 2024** The first 3 months will be on probation. Subject to satisfactory performance, the consultancy will continue for the full tenure. The consultancy can be terminated by either part giving a notice of one month in writing.

The Consultant will be paid a consolidated monthly fee as per NHSRC HR policy (ranging from **Rs.60,000/- to Rs.1,20,000/-**). The Consultant shall not be entitled to any other benefits, payments, subsidy, compensation or pension except as expressly provided in the consultancy agreement. 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.

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

10. Age Limit: Not above 45 years (as on last date of receiving of applications).

Note: Short listing shall be done based on relevant experience and educational qualification. However, educational qualification & age may be relaxed for experienced candidates working in the relevant field. Only shortlisted candidates shall be informed and called for the interview.

11. Other benefits: In addition to the remuneration mentioned above, Consultants of NHSRC are entitled to Free Accidental insurance, Subsidized Medical insurance, Mobile bills reimbursement, Laptop reimbursement (As per NHSRC Policy), 30 days Consolidated leave, fully paid Maternity leave (For Female Consultants) as per Government of India policy, performance linked increments, TA/ DA and per diem for on-duty visits.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrccindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **9th August 2022**.

Note:

1. ***Please mention the full form of all the post graduate qualifications in the application form.***
2. ***Please refrain from using abbreviations in the application form.***