

Job Description

State Finance Manager (Finance Cell)

Name of the Position	State Finance Manager (Finance Cell)
Location	State Health Society, Bihar (SHSB), Patna
Nature of Vacancy	On Deputation from Central Govt. (in service officer)
Duration	On Deputation for a maximum period of five years (service will not be continued after retirement)
No. of Vacancies :	01(One)
Category	Single
Maximum Age : Maximum 50 years as on 01.09.2020	
Eligibility Criteria	
<u>Essential Qualification:</u>	
<ul style="list-style-type: none"> • Bachelor's degree from any recognized University. 	
<u>Essential Experience:</u>	
<ul style="list-style-type: none"> • Senior Audit Officer (in-service) of recognized Central Govt. Audit and Accounts Organisation. <p style="text-align: center;">&</p> <ul style="list-style-type: none"> • Minimum 10 years of working experience as in-service officer of Central Government. 	
<u>Desirable Qualification:</u>	
<ul style="list-style-type: none"> • Knowledge of Tally Accounting/PFMS/ MS office(Word & Excel) 	
<u>Key Competencies:</u>	
<ul style="list-style-type: none"> • Computer Proficient in Accounting Software Tally/ PFMS, particularly in MS Office. • Experience of having worked as Accountant for managing accounts with some establishment. • Knowledge of fundamentals of Accounting standards and procedures, Taxation rules FCRA (Foreign Contribution Regulation Act) and other applicable laws. • Preparation of Financial Statements, TDS. • Budget Planning and Execution. • Financial Management. 	

Rehita Baniar
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Patna

- Proficient in MS Office package.
- Good oral and written communication skills in Hindi and English, presentation skills and analytical skills.

Purpose of Assignment:

- Reporting to the Additional Director Finance /AED/ED
- The Finance Manager will work closely with Finance and Program Staff to ensure compliance and accurate financial reporting/ billing for a range of public funded grants and contracts.
- He/She will prepare fund disbursement scheduled, review, Utilisation Certificates and coordinate other donor mandated project audits.
- He/She will advise program staff on compliance and financial matters to ensure adherence to award terms and conditions as well as oragnisational policies and procedures.
- He/ She will contribute to capacity building events and develop tools geared toward strengthening the capacity of programs to successfully manage publically funded awards.
- He/She will also perform ad-hoc duties as assigned by the Additional Director, Finance/AED/ED.
- Any others work Assigned by authorize person or Executive Director.

Summary of Roles and Responsibilities :

- Review and support the preparation of financial reports to Bihar Govt., NHM Mission Management Unit and Multi-lateral Agencies.
- Prepare Financial Reports.
- Provide guidance to program staff on financial and compliance matters for project funded by the State and Central Govt. and other Multi-lateral Donor Organisations.
- Participate in kick-off meetings and periodic management and financial review meetings.
- Oversee collection of receivables from State and Central Govt. and other Multi-lateral donor Agencies.
- Prepare accounting schedules and reports.
- Ensure follow-ups on audit remarks and continuous improvement of accounting guidelines compliance.
- Develop financial management tools and contribute to capacity building events.

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- Send Utilization Certificates to Govt. of Bihar as well as Govt. of India.
- Send Quarterly Concurrent Audit Reports to Govt. of India.
- Appointment of Internal as well as Statutory Auditor for State Health Society.
- Finalise Annual Accounts of State Health Society, Bihar.
- Release of funds to DHS and other units within framed timeline.
- Co-ordination with Govt. of Bihar for release of funds and other activities.
- Ensure proper vouchers for expenditure.
- Ensure maintenance of proper records and respective files.
- Ensure properly accounting on Tally Software up to DHS and PHC level.

Remuneration/Compensation

In addition to pay and allowances admissible in parent department, deputation allowance as per approved rate of Govt. of India will be Paid.

Sarita Baner
12.09.2020

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