

JOB DESCRIPTION

District Accounts Manager (DPMU-DAM), 11 Vacancies; Uttar Pradesh

1. POSITIONS VACANT: District Accounts Manager (DPMU-DAM), 11 Vacancies; Uttar Pradesh.

2. ORGANIZATION BACKGROUND:

The **National Health Mission (NHM)** was launched with a view to bringing about dramatic improvements to the health system and health status of people, especially those who live in the rural areas of the country. The Mission seeks to provide universal access to equitable, affordable and quality health care, which is accountable at the same time responsive to the needs of the people, reduction of child and maternal deaths as well as population stabilization, gender and demographic balance. In this process, the Mission helps achieve goals set under the National Health Policy and the Millennium Development Goals.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

The District Accounts Manager will be responsible for overseeing and handling accounting and financial operations of UPNHM at district level . He shall also be overseeing/ supervising or guiding the financial operations at block level as well as ensuring timely report and data collection from block level staff and compile and report to division or state level officials.

Key Responsibilities:

- (1) Responsible for overall financial management of NHM funds released to district;
- (2) Responsible for maintaining books of accounts and managing other finance related aspects for the district PMU;
- (3) Responsible for maintaining and updating all the required databases and generating MIS reports;
- (4) Maintain all necessary books of accounts, in accordance with prescribed guidelines.
- (5) Ensure timely submission of tax returns as per provisions;
- (6) Prepare budgets and detailed projections to ensure smooth financial flow;
- (7) Process budget estimates for approvals from District Health Society and transfer funds to block and District Health Society for implementation of programmes;
- (8) Supervision of accounts of BPMUs and at facilities including periodic inspection of accounts and funds management at BPMUs, facilities (CHCs, PHCs, SCs, DWH and in VHSCs.);
- (9) Liaise with all stakeholders to undertake additional operations support role;
- (10) Coordination periodic internal audits and establish accounting systems;
- (11) Performing any other activity as decided by the SHS/ DHS as per need of the programs.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Applicant must possess MBA Degree/ Diploma with specialization in Financial Management from a recognized University or C.A. (Inter) or I.C.W.A. (Inter).

Experience:

- (1) Minimum three years of experience in the area of accounting;

(2) Applicants with experience in computer-based accounting shall be preferred.

Skills and Competencies:

- (1) Excellent working knowledge of MS office and accounting package Tally;
- (2) Strong understanding of financial management and accounting;
- (3) Knowledge of Development/ Public Health/ Health Programme;
- (4) Effective communication and Liaison skills, with demonstrated ability to communicate with various stakeholders;

5. VACANCY DETAILS: 11 Vacancies: UR (5), OBC (1), SC (4), ST (1)

6. AGE LIMIT: Upto 45 years as on date of advertisement with five years' relaxation for reserved category.

7. CONTRACT TYPE AND PERIOD:

The position is on offer on a contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

8. COMPENSATION OFFERED:

Gross compensation budgeted for the position is Rs. 26,650/- PM.

9. LOCATION: At district levels of U.P

10. RESERVATION POLICY: State reservation policy will be applicable with respect to all vacancies.

(Note: Reservation policy is only applicable to U.P. domiciles. All applicants from other states, irrespective of their category, shall be considered under "Unreserved Category" and will not get privileges of U.P. state reservation policy whatsoever.)

11. REFERENCE:

DPMU-DAM

12. CONTACT INFORMATION:

Senior Consultant
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
011- 2684 2162; 4165 3612

12. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to apply online at <http://samsjobs.info/default.aspx> and http://sams.co.in/TOR_UPNHM_Recruitment.html by or before **11:59:00 PM** on **April 10, 2016**.