

## **JOB DESCRIPTION**

### **State Accountant (SARNTCP-STC), 1 vacancy**

**1. POSITION VACANT:** State Accountant- RNTCP (State TB Cell)

**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:**

**General Duties:**

- (1) Will be required to handle all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to RNTCP in the State;
- (2) To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts;
- (3) Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensive monitoring of financial management in District health societies;
- (4) Coordinating with the District Societies to address the audit objection/internal control weaknesses, issues of disallowances if any and thus managing Statutory Audit of Districts & State office;
- (5) Any other job assigned as per programme need;

**Specific Duties:**

- (6) Preparing annual and quarterly budgets for the State & review budgets of the District Societies;
- (7) Ensuring that adequate internal controls are in place to support the payments and receipts;
- (8) Ensuring timely consolidation of accounts/financial statements at the state level (of all the District Health Societies);
- (9) Ensure audit of accounts of RNTCP by the auditor appointed by the State/District Health Society;
- (10) Ensuring (by way of training & support to the District Accountants) that common reporting formats as provided in financial guidelines are used by Districts in order that consolidation of accounts is facilitated at state level. the accounts of the state society and district societies in accordance with the financial guidelines;
- (11) Monitoring expenditure and receipt of SOEs from the Districts
- (12) Reviewing the accounts and records of the District Societies on a periodic basis.
- (13) Preparing consolidated SOE of the State to be sent to the Central TB Division/Gol NRHM on a quarterly basis.
- (14) Coordinating with the District Societies to address the audit objection/internal control weaknesses, issues of disallowances, if any.

**4. QUALIFICATION, SKILLS AND EXPERIENCE:**

**Qualification:**

**Essential**

Applicants must have Post Graduate degree in Commerce with not less than 60% marks  
OR  
MBA with Financial Management from a recognised university or institution.  
OR  
CA/ Cost Accountant

**Experience:****Essential**

Applicants must have minimum five years of experience in finance management.

**Desirable**

Preference will be given to Cost Accountant or CA with experience of three years on the post as Senior Audit/ Account Officer of Accountant General's office or Civil Accounting organisation of Central Govt or State Govt Department.

**5. VACANCY DETAILS:** 1 vacancy (SC: 01)

**6. AGE LIMIT:** Maximum age limit of the candidate should be 50 years as on January 4, 2017.

**7. CONTRACT TYPE AND PERIOD:**

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

**8. COMPENSATION OFFERED:**

Maximum Honoraria for the position is approx. Rs. 44,000/- PM.

**9. LOCATION:** Lucknow

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

*(**Note:** All applicants from other states, irrespective of their category, shall be categorized under unreserved category and will not get privileges of state reservation policy whatsoever)*

**11. REFERENCE:**

SARNTCP-STC

**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

**13. LAST DATE FOR APPLICATIONS:**

Eligible candidates interested in this position are requested to apply online at <http://samsjobs.info/> by or before **11:59:00 PM** on **February 10, 2017**.