National Health Mission – Tamil Nadu

Terms of Reference for Finance Analyst

Name of the Organisation	National Health Mission – Tamil Nadu
Reporting Officer	Mission Director, National Health Mission – TN
Name of the Position	Finance Analyst
Number of Positions	Two (2)
Location	Chennai, Tamil Nadu

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for Two position of Finance Analyst for its State Programme Management Unit at Chennai, Tamil Nadu.

Background

National Health Mission Tamil Nadu (NHM-TN) has been established to assure universal access to equitable, affordable and quality health care services which are accountable and at the same time responsive to the needs of the people and work towards attaining the SDH goals of health index.

Objective

As a Finance Analyst, the overall objective is **to take follow up action on the Monthly Concurrent Audit Report of All the 37 District Health Societies and State Health Society** under National Health Mission – Tamil Nadu.

Key Responsibilities

- To check whether the concurrent auditors furnish their monthly audit report to the concerned districts and State Health Society on or before 15th of the subsequent month.
- To Scrutinise the Monthly Audit Report of the Concurrent Audit Reports and bring it to the notice of the MD on the major observations.
- To communicate the observation of the Concurrent auditors report to the concerned District Health Officers / Joint Director of Health Services / Deans of Govt. Medical Colleges / District Program officers of Vertical Societies.
- Collect the ratification report from the District Audit Committee of the concerned Districts.

- To communicate the ratification reports received from the District Audit Committee and forward the same to Concerned Concurrent Auditors to rectify the queries.
- To collect the minutes of the periodical meeting of the District Audit Committee.
- To arrange for the conduct of Quarterly Debriefing Meeting of the Concurrent Auditors at the State Level duly communicating the fact of rectification report to all the concurrent auditors.
- Any other responsibility that may arise from time to time.
- He / She shall maintain a diary of activities performed by him / her each day and submit it to the Controlling Officer once in a week.

Output

Timely accomplishment of task and responsibilities, regular reporting, provide situational analysis, achieve key deliverables and provide support to strengthen and implement key elements of the Programme assigned.

Qualifications and experience

1. Semi Qualified CA/ICMA .

Travel and subsistence:
Not Applicable

Reporting Requirements:
The Finance Analyst will submit monthly/applicable updated report to the FA&CAO.

Workstation:

The workstation of Finance Analyst is at National Health Mission- Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu and the places as decided by NHM.

Mode of Recruitment:

The Finance Analyst shall be engaged on Hiring basis for a period of 6 months. Subject to satisfactory performance, the Finance Analyst will be continued for the subsequent period, through appropriate renewals.

Termination:

Terminated by either party by giving a notice of one month in writing.

Remuneration:

The Finance Analyst will be paid a consolidated monthly salary as per NHM-TN norms (Rs. 30,000/-)*. The Finance Analyst shall not be entitled to any other benefits, payments, subsidy, compensation or pension. The Finance Analyst 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.

Age Limit: No Age Limit (as on last date of receiving of applications).
Candidates selected in this interview could be considered for other vacant positions at NHM-TN requiring similar skill sets and at appropriate level.

Please ensure to mention post applied for on the application form, without which the application form will not be accepted.

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