

Terms of Reference

Senior Consultant (Finance)

Central Mental Health Cell, NMHP - (Mental Health Division, MoH&FW)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Mental Health Division, Ministry of Health & Family Welfare (MoH&FW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Qualifications and Experience:

MBA (Finance)/ CA with total 5 years of experience, out of which 2 years of experience shall be of working in Government Sector.

Desired Qualification:

Computer skills, Web surfing, Data processing, interpretation, analysis.

Job responsibilities:

- All matters relating to finance, budgeting, accounts
- Preparation of annual estimates, Revised estimates & final estimates
- Examining the financial part of the proposal received from the State for annual Program Implementation Program (PIP)
- Monitor Annual audited financial statements & utilization certificates
- Ensure adequate internal controls of utilized funds as per norms & guidelines.
- Reviewing the accounts and records of States & Districts
- Training of financial personnel of the States
- Co-ordinates with State, District to address the audit objection/internal control weakness, issues of disallowances, if any
- Any other job assigned as per program need by the reporting officer.

Remuneration Range: Between Rs. 90,000/- to Rs.1,50,000/-

No. of Position: One

Age limit: Upto 45 years

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **06-Aug-2024**.