

Uttarakhand Health Systems Development Project
Terms of Reference for Manager-Accounts

Background

Primary objective of UKHSDP is to support Uttarakhand in improving the access to and quality of health services, and providing health financial risk protection.

Specifically, the project would focus on improving access to health services for the predominantly remote population of the state, through strengthening public and private health-delivery systems; promoting greater stewardship and managerial capacity in the state directorate; improving information systems; augmenting monitoring and research; and extending coverage of RSBY beyond hospitalization to include primary healthcare services.

Total cost of the Project is US\$ 125 Million and it will be implemented over six years

I. TASKS AND RESPONSIBILITIES

- Under the supervision of the Finance Comptroller, the Manager-Accounts will carry out establishment and proper maintenance of finance and accounts in accordance with the financial rules of The World Bank and Government of Uttarakhand (GoUK)
- Manager-Accounts will carry out tasks related but not limited to accounting, book keeping, billing, procurement and financial accounting, inventory accounting, payroll, tax accounting and audit related activities of the project.
- Prepare annual and periodic budget plans and submit to appropriate authority for approval and coordination
- Assist in preparation of disbursement plans in accordance with the Programme and Project Management Guidelines and Contracts
- Prepare periodic statements of Expenditure reports and Interim Un-audited Financial Reports (IUFRRs) after carefully inspecting, checking and inspecting all supporting documents
- Process accurately and promptly all accounting transactions in Project including payroll, operating expenses, travel, consultant payments, vendor payments and other office running expenses
- Maintain proper files and records of following (but not limited to)

- Payment vouchers and receipts copies
 - Cheque book register of bank account
 - Payroll files of staff
 - Asset register
- Prepare quarterly financial forecasts and requests for advancement of funds;
- In-coordination with WB officials, review and revise the project budget when required and periodically;
- Prepare budget estimates for all project activities, trainings/workshops/seminar;
- Review, arrange payment and record all the project expenditure's vouchers in accordance with financial regulations of WB and the GoUK;
- Summarize project expenses and prepare periodic and ad hoc financial reports required by GI and other relevant agencies;
- Carry out procedures regarding Taxation and other rules and regulations;
- File all financial documents and prepare necessary conditions to work with audit agencies or financial inspection agencies as required;
- Provide guidance and update other project staff at the Project on financial and accounting procedures and regulations.
- Prepare procurement plan for all project assets;
- Assist in procurement related activities and also assist in preparation of draft TORs, bidding documents for all project tender packages;
- Carry out procedures regarding procurement, bid evaluation and selection in accordance with WB and State Govt. regulations;
- Participate in the Project Procurement Teams as required;
- Advise relevant persons on financial aspects of the bids.

Other tasks

In addition to two main areas of work, the Project Accountant is expected to carry out all specific tasks related to accounting and procurement of the Project as assigned by the Project Director/ Additional Project Director and Finance Comptroller.

II. KEY PERFORMANCE INDICATORS

- Annual and quarterly Project budget plans timely developed and approved to ensure good project progress;
- The PMU timely get quarterly advance to implement the endorsed work plan as scheduled;
- Project disbursement strictly follows relevant regulations as issued by the Government of Uttarakhand and WB;
- Budget estimation and advance are made available for timely implementation of project activities;
- Project financial reports prepared and approved as required;
- Tax procedures and compliances;
- No critical audit findings in project finance management;
- Requests for ad-hoc financial reports, IUFR or project disbursement explanations from the donors or authorized state agencies timely granted;
- Equipment and service needed for project implementation procured in compliance with regulations.

III. WORKING RELATION AND REPORTING ARRANGEMENT

In coordination with other project consultants and staff, the Project Accountant works under the direct supervision of and reports directly to the APD/ Finance Comptroller - UKHSDP

IV. QUALIFICATIONS

- Bachelor degree (Good and above) in either accounting, finance or economics;
- At least 03 years working experience in accounting and finance, preferably in large government or non-government organizations is required.
- Proficient in accounting software specially Tally
- English reading, writing and speaking skills (highly desirable);
- Previous working experience at national execution or international funded projects is an asset.
- Able to carry out his/her work in an organised manner without delays;
- Able to work independently and in a team;
- Demonstrated interpersonal and communication skills

V. Remuneration

INR 30,000-40,000 per month (Negotiable), remuneration will commensurate with experience and past employment history of the candidates and will provide excellent reward for the right person.

VI. How to Apply

Interested candidates are requested to send a copy of recent CV along with a covering letter describing how your qualification and experience makes you suitable for the desired position through email to ukhsdp.hr@gmail.com or **send by post to Additional Project Director, UKHSDP, First Floor Homeopathy Directorate, Directorate of Medical Health and Family Welfare, Danda Lakhond, Sahastradhara Road (Near IT Park), Dehradun-248001, Uttarakhand, India.** Kindly note that CVs without Cover Letter will not be entertained

Last date for receiving applications is **18th March 2018, 2359 IST**, no applications will be entertained after last date under any circumstances. Only short listed candidates will be contacted through email. This activity may be cancelled at any time without prior notice.