



GOVERNMENT OF ASSAM
ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS), 4TH
FLOOR, NAYANTARA SUPERMARKET, SIX MILE, GUWAHATI-781022

TERMS OF REFERENCE (ToR)
FOR FINANCE EXECUTIVE (FE)

A) BACKGROUND AND OBJECTIVES OF THE PROJECT:

a) The Assam Health Infrastructure Development & Management Society (AHIDMS) has been created under the Medical Education & Research Department, Government of Assam (GoA), headed by Hon'ble Health Minister as Chairman and Senior Most Secretary, Medical Education & Research Department, GoA as the Member Secretary of the Governing Body. The Project Management Unit (PMU) is headed by a Project Director (PD). The key mandate of the Society is to function as an apex autonomous body of the GoA for monitoring, co-ordination and/or implementation of JICA, World Bank and any other Externally Aided Project (EAP).

b) AHIDM Society is now taking initiative to implement "Assam State Secondary Healthcare Initiative for Service delivery Transformation (ASSIST)" Project with financial and technical support from the World Bank. The project aims to strengthen management capacity, access and quality of health care in secondary healthcare hospitals in Assam. The project will target investments towards health care facilities and locations across the state over the six-year project duration where the demand for health services is high and required capacities are in place to maximize the impact of the project. The project aims to address critical gaps in Assam's secondary healthcare system to enhance its performance to optimum levels by implementing interventions under following components:

Component 1: Strengthened management capacity of health systems at state, district and facility level.

Component 2: Improved access to and quality of essential services in existing secondary facilities.

Component 3: Enhanced access to and structural quality of secondary care.

Under component 1, results-based financing will be adopted to strengthen governance and management capacity of directorates and other state level entities for improved efficiency.

With this background, the project intends to hire a **Finance Executive (FE)** as a contractual member of the Project Management Unit (PMU), to support the Finance related activity under the project. The detailed scope of work is defined below.

B) OBJECTIVE(S) OF THE ASSIGNMENT:

The objective of the assignment is to provide technical support to the project and to support the Financial related activity under the project.

C) SCOPE OF WORK:

The **Finance Executive (FE)** plays a crucial role in managing financial operations. He/She will be responsible for overseeing financial transactions, preparing financial reports, analyzing financial data, and provide into financial trends, opportunities, and risks to support strategic planning.

D) JOB RESPONSIBILITIES:

- I. Processing of Bills/Fund Demands.
- II. Processing of monthly salary.
- III. Preparation of IUFR (Interim Unaudited Financial Report), Sanction orders, Bank Advice letter etc.
- IV. Preparation of TDS statement, Professional Tax Statement, Statement of Remuneration.
- V. Co-ordinate with the Bank/Staff.
- VI. Liasoning with Auditor for Income Tax & Audit related matters.
- VII. Liasoning with Auditor & other stakeholders on Audit paras, ASA etc.
- VIII. Maintenance of Manual Cash Book & Tally on daily basis.
- IX. Preparation of Bank Reconciliation Statement.
- X. Assist State Financial Specialist, ASSIST –Assam in any task assigned.
- XI. Maintenance of Bill Register etc.
- XII. Support in preparation of consolidated annual budget for the project and coordinate for timely submission.
- XIII. Support in monitoring budget variances between planned expenditure and receipts and the actual expenditures and receipts of SPMU and analyze such variances; keep the head of the SPMU informed of such variances.
- XIV. Maintain accounts of SPMU and ensure that they are up-to-date. Ensure that the accounts are up-to-date. Ensure monthly consolidation of the accounts.
- XV. Assist in execution of external and internal audits of the project as and when required. Ensure that audit observations if any are addressed in a timely manner.
- XVI. Timely escalation of issues pertaining to financial management.

E) QUALIFICATION, EXPERIENCE, SKILLS & COMPETENCIES, AGE :

- I. Graduate from a recognized Institute.
- II. Minimum 5 years of relevant post qualification experience in accounting with Government projects/CSS/EAP.
- III. Experience of working with Tally software & PFMS for at least 2 year.
- IV. Sound knowledge of Government Accounting, Income Tax, GST and other Taxation matters.
- V. Fluency in Assamese, Hindi and English.
- VI. Must be computer literate and should have knowledge in MS-Office, Internet, email, etc
- VII. Age of the Candidate should not be more than 35 years as on 1st Jan 24.

F) SALARY AND SERVICE TERMS IN BRIEF:

- a) Consolidated Pay in the range of **Rs. 40,000/- (Rupees Forty Thousand) to Rs. 50,000/- (Rupees Fifty Thousand)** per month. The selected candidate will be offered **30%** enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 40,000/-** per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 50,000/-** per month, the highest pay range i.e **Rs. 50,000/-** per month will be offered.
- b) **Reporting and performance review:** Engagement of the **Finance Executive (FE)** will be on a full-time basis. The **Finance Executive (FE)** will report to the **State Finance Specialist** (under the the overall command of the Project Director, AHIDMS). The performance of the FE will be evaluated by Project Director, AHIDMS.

- c) **Contract Term:** The assignment shall be on purely contractual basis. The tenure of contract is intended for entire duration of the project and shall be co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.
- d) **Travel:** The FE may be required to travel frequently within the State. TA / DA for such approved travel shall be paid/ reimbursed as admissible as per the HR Policy of the AHIDMS.
- e) **Leave:** The provisions of leave shall be as per the approved leave Policy of AHIDMS.
- f) **Facilities to be provided:** The FE will be provided with access to all the available documents, correspondence and any other information associated with the project. No clerical assistance or other facilities will be provided.

Note: This is a draft indicative ToR; the PD, AHIDMS reserves the right to change, update or modify this ToR at any stage during the recruitment process.

