

GOVERNMENT OF ASSAM
ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT
SOCIETY

4th Floor, Nayantara Supermarket, Sixmile, Guwahati-781022

Terms of Reference. of Sr. Finance Manager (SFM)

The project intends to hire a **Sr. Finance Manager (SFM)** as a contractual consultant member of the Project Management Unit (PMU), to support the financial management activities under the project. The ToR shall be as given below:

A. OBJECTIVE(S) OF THE ASSIGNMENT:

The objective of the assignment is to provide operational support for all the financial activities planned under the project.

B. SCOPE OF WORK:

The **Sr. Finance Manager (SFM)** will support the Project Management Unit (PMU) in overall management of the project's financial activities and will be responsible for ensuring that the project funds are used prudently, for the purposes intended. The SFM will be responsible for the implementation of an adequate internal control framework for the project. The SFM will perform his/her duties as per the directions of Project Director (PD) and work closely with the project stakeholders, including hospitals, societies and state departments, as required.

C. JOB RESPONSIBILITIES:

The job responsibilities of the SFM shall include the following:

a) Facilitate in establishing and maintaining adequate FM arrangements for the project

- Assist in establishing a system of financial management for planning, accounting, and monitoring during project implementation with effective MIS, in close liaison with Department of Finance, MERD, and other such relevant project stakeholders, in consultation with the ADB.
- Support the AHIDMS/PMU in improving the FM systems including the following:
 - i. Support the setting-up of the accounting software in the PMU;
 - ii. Prepare/modify the Chart of Accounts (CoA) as necessary and automate the financial reporting to the extent possible; and,
 - iii. implement the agreed FM action plan outlined in the project administration manual.
 - iv. Prepare and implement a project specific finance management manual chapter and include the same in the entity level FM manual, seek necessary approvals from ADB/AHIDMS; and suggest improvements in the same from time to time, to keep the FM Manual relevant.

b) Budgeting

- Work closely with the program teams in preparation of the project Annual Work Plan and Budgets
- SFM will work closely with the MERD and Finance departments to ensure that adequate budget

provisions are requested from time to time.

- Assist in forecasting funding requirement, annual budgets, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.
- Full compliance with ADB's financial management and disbursement requirements as outlined in the relevant sections of Loan/grant agreements, Project Administration Manual, and ADB's loan disbursement handbook, minutes of the loan negotiations, etc

c) Fund Flow Arrangement

- Responsible for withdrawal of funds from State Treasury for project implementation in co-ordination with the State Health and Finance departments.
- Responsible for maintaining advance accounts (if any) in line with ADB guidelines and shall ensure that withdrawal applications are filed on regular intervals and maintain liquidity of funds to the project, as outlined in the ADB disbursement handbook.
- Maintain adequate banking arrangements through the project life.

d) Accounting

- Assist in designing, developing, and installing a can off-the-shelf accounting software for the project at AHIDMS and prepare/modify the Chart of Accounts (CoA) as necessary and automate the financial reporting to the extent possible;
- all payments are duly prepared, reviewed, authorized, and recorded in the accounting system correctly and in a timely manner, and all expenditure items meet the eligibility criteria as defined in the ADB financing agreement, and are supported by adequate documentation (invoice, contracts, evidence of payments etc..) as outlined in the ADB disbursement handbook;
- Maintenance of books of accounts including but not limited to Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. of the Project.
- Ensure proper maintenance of supporting documents, registers and records in accordance with generally accepted accounting principles.
- Finalize the annual accounts of the project and ensure that the same are free from material misstatement etc.

e) Internal Controls

- Prepare monthly expenditure statements along with Bank reconciliation of accounts for internal project reviews.
- Facilitate internal audit for the project, including site visits to health facilities planned under the project. SFM will help in determination of internal audit plans, including coverage of high-risk transactions and ensure compliance of internal audit observations.
- Undertake site visits to project beneficiaries and project sites to ensure adequate fiduciary arrangements are in place.

f) Statutory Compliance

- Prepare and file requisite statutory returns and ensure compliance for the Society (including but not limited to TDS, GST, ITR, IT exemption, filings with Registrar of Societies).

g) Statutory Audits

- Facilitate external audits of the Project, including assistance in selection & contracting of the audit firms;

- Support the PMU in the follow-up of internal and external audit recommendations to further improve the internal controls of the project;
- Provide advice and guidance to AHIDMS to resolve its past audit qualifications and material audit observations, improve its capacity to record capital grants and capital expenditures on accrual basis, improve the internal control framework and the effectiveness of its internal audit function;

h) Reporting

- Prepare financial reports for project stakeholders, including Government and ADB quarterly Progress reports (QPR), status of compliance to the financial management action plan (FMAP), as per PAM.
- Prepare Annual Project Financial Statements (APFS) in line with the formats agreed with ADB and other statements and reports that are required as per various statutory requirements
- Assisting in submission of QPR and Audit Reports to the ADB and any other reporting obligations to stakeholders.
- Provide timely FM inputs for preparation of annual and mid-term progress reports, and other such reports.

i) Other Matters

- Support the Project on any requisite financial information for timely procurements
- Coordinate on FM matters with relevant state departments to facilitate project implementation.
- Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
- Conduct training and capacity building of the project staff and project beneficiaries on FM matters;
- Liaison with the key stakeholders, including ADB for key finance related issues
- Any other work as directed by the Project Director/ Executive Committee/ Governing body of AHIDMS from time to time.

- j)*** The responsibilities shall extend beyond the ASTHA Project to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

D. DELIVERABLES

Finance management manual, quarterly progress reports, APFS, audited entity financial statements, annual budgets and expenditure forecasts, expenditure progress reports, and other such reports solicited by the Project Director and any other deliverables arising out of the above-mentioned tasks.

E. KEY QUALIFICATION AND EXPERIENCE:

(a) Essential Qualification:

- a recognized professional accountancy qualification (e.g., CPA, CFA Chartered Accountant ICWA) with **5 (five) years of post-qualification experience** in the field of finance and accounts.
- MBA (Finance) with **15 years of post-qualification experience**

(b) Desirable Experience:

- Experience in similar capacity and sound knowledge of ADB procedures/policies and working on

externally funded projects/programs will be preferred.

- Experience as a head of or independent charge of finance and accounts wing of any Government projects/ Government Institutes or /Public sector undertakings will be an advantage.

(c) **Skills and Competencies:**

- Knowledge of Government Financial Rules and Regulations, Accounting standards issued by ICAI and as applicable to entity;
- Computer proficiency and familiarity with Accounting software, MS Word, Excel, PowerPoint.
- Experience of working in multi stakeholder environment and multitasking;
- Good analytical and planning skills; the candidates must be self-motivated and should possess the ability to work independently as well as in teams.
- Excellent communication and presentation skills, analytical and interpersonal abilities along with advocacy and negotiations skills
- Excellent oral and written communication skills in English language is essential. Proficiency in the local language will be an advantage.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health program at field level / working in strengthening of district level health systems would be an advantage.
- Advocacy, Negotiations, and communication skills
- Experience in ADB/ World Bank Project will be an added advantage.

(d) Age limit: upto 45 yrs as on 01/01/2025

F. SALARY AND CONTRACT TERMS:

- (a) Consolidated Pay of Rs. 90,000 /- (Rupees Ninety Thousand) to Rs. 1,20,000 /- (Rupees One Lakh Twenty Thousand) per month A higher start may be considered in the case of exceptionally talented candidates, as decided by PD. Salary shall be commensurate to experience & skills and shall not be a bar for the right candidate. . However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 90,000 /-per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds Rs. 1,20,000 /- per month, the highest pay range i.e. Rs. 1,20,000 /- per month will be offered. The base remuneration (90% of the fixed total remuneration) shall be paid by the project on monthly basis and the Performance-Linked-Incentive (10% of the fixed total remuneration) shall be paid on quarterly basis based on the performance assessment by the PD, AHIDMS.
- (b) **Reporting and Performance Review:** Engagement of the **Sr. Finance Manager (SFM)** will be on a full-time basis. The SFM will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SFM will be reviewed periodically by the PD.
- (c) **Contract Term:** The assignment is purely on a contractual basis. The tenure of contract is intended for entire duration of the project and 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 **SFM** 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 leave Policy of the AHIDMS

- (f) **Facilities to be provided:** The **SFM** will be provided with access to all the available documents, correspondence, and any other information associated with the project and as deemed necessary. No clerical assistance or other facilities will be provided.

Note: This is a draft indicative ToR; The PD, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions at any stage.

process.
