



GOVERNMENT OF ASSAM
ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT
SOCIETY
4th Floor, Nayantara Supermarket, Sixmile, Guwahati-781022

Terms of Reference of Finance Executive – Accounts (FEA)

The project intends to hire a Finance Executive – Accounts (FEA) 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.

A) OBJECTIVE(S) OF THE ASSIGNMENT:

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

B) SCOPE OF WORK:

The Finance Executive – Accounts (FEA) plays a crucial role in managing financial operations. He/ She will be responsible for overseeing financial transactions, preparing financial reports, analysing financial data, and providing financial trends, opportunities, and risks to support strategic planning.

C) JOB RESPONSIBILITIES:

- a) Processing of Bills/Fund Demands.
- b) Processing of monthly salary.
- c) Assist Sr. Finance Manager ASTHA – Assam in any task assigned.
- d) Support preparation of QPRs, Sanction orders, Bank Advice letters, etc.
- e) Preparation of TDS statement, Professional Tax Statement, Statement of Remuneration.
- f) Co-ordinate with the Bank/Staff. Preparation of Bank Reconciliation Statement.
- g) Liasoning with Auditor for Income Tax & Audit related matters.
- h) Liasoning with Auditor & other stakeholders on Audit paras, ASA etc.
- i) Maintenance of Tally on daily basis. Maintenance of books of accounts and registers, etc.
- j) Support in preparation of annual budget for the project and coordinate for timely submission.
- k) Support in monitoring budget variances between planned expenditure and receipts and the actual expenditures and receipts of PMU and analyze such variances;
- l) Maintain project accounts and ensure that they are up-to-date.
- m) 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.
- n) Timely escalation of issues pertaining to financial management.
- o) 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) QUALIFICATION, EXPERIENCE, SKILLS & COMPETENCIES, AGE :

- a) Masters /Graduate in accounts or finance from a recognized Institute.
- b) 5 years of relevant post qualification experience in accounting.
- c) Experience of working with accounting software for 3-5 years.
- d) Sound knowledge of accounting, Income Tax, GST and other taxation matters.
- e) Must be computer literate and should have knowledge in accounting software, MS-Office, Internet, email, etc
- f) **Age Limit: Upto 35 years as on 01.01.2026**

E) SALARY AND SERVICE TERMS IN BRIEF:

- a) Consolidated Pay in the range of Rs. 35,000 /- (Rupees Thirty Five Thousand) to Rs. 50,000 /- (Rupees Fifty 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. 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. 35,000 /- 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. 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 **Finance Executive – Accounts (FEA)** will be on a full-time basis. The **Finance Executive – Accounts (FEA)** will report to the **Sr. Finance Manager ASTHA** (under the overall command of the Project Director, AHIDMS). The performance of the Finance Executive – Accounts (FEA) will be evaluated by Project Director, AHIDMS.
- c) **Contract Term:** The assignment shall be on a purely contractual basis. The tenure of the contract is intended for the 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 Finance Executive – Accounts (FEA) 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 Finance Executive – Accounts (FEA) 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.
