

National Health Mission–TamilNadu

Terms of Reference for Tally Assistant– Finance

Name of the Organization	National Health Mission–Tamil Nadu
Reporting Officer	Mission Director, National Health Mission –TN
Name of the Position	Tally Assistant
Number of Positions	Two(2)
Location	Chennai, TamilNadu

National Health Mission Tamil Nadu is seeking applications from eligible candidates for two positions of Tally Assistant in Finance Wing for its State Programme Management Unit at Chennai, Tamil Nadu.

Background

National Health Mission-Tamil Nadu (NHM-TN) is the umbrella programme of the Ministry of Health & Family Welfare, Government of India to assure universal access to equitable, affordable and quality health care which is accountable and at the same time responsive to the needs of the people and works towards reduction of child and maternal deaths as well as population stabilization, gender equity and demographic balance.

Qualifications:

- B.Com Graduate.
- Minimum Three years of relevant work experience.
- Knowledge of Tally and English Typing–Compulsory.
- Knowledge of Microsoft Word, Excel and PowerPoint.

Job Description:

1. Updating All the day to day Financial Transactions in Tally Software.
2. Preparation of Bank Reconciliation Statement
3. Assist to Filing of Quarterly TDS returns in respect of all NHM Programmes.
4. Reconciliation of Monthly Financial Management Reports between State and HOD's, Vertical Programme and District Level (DDHS, JDHS, Deans, DFW and RTI's) in Tally Software.
5. Finalization of Funds allocation and other bills
6. Assist to Preparation of Annual Accounts with Auditors.
7. Maintenance of scheme wise releases made to Districts and other implementing unit in excel format.
8. Reconcile the payment made to DDHS/JDHS/Dean/HOD's and Verticals with NHM records.

9. Correspondence with the Banks in respect of releases.
10. Preparation of power points / reports for DDHS financial review meeting conducted by MD NHM

Remuneration:

- Rs.19,000/-and commensurate with qualification/experience with provision for annual increment.

Periodofcontract:

- 11Months-extendablebasedonannualperformanceevaluation.

Workstation:

- The workstation of the Tally Assistant is Finance Wing at National Health Mission-Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu.

Termination:

- The contract can be terminated by either party giving a notice of one month in writing.

Age Limit:

Not above 35years of age (as on last date of receiving of applications).

Please ensure to mention post applied for on the application form, without which the application form will not be accepted.

Click here to apply: <https://bit.ly/3KWWSjK>
