

JOB DESCRIPTION
Finance Manager
State Health Agency
Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY)
Jammu & Kashmir

1. ORGANIZATION BACKGROUND:

Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY), India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries. The scheme covers up to three days of pre-hospitalization and fifteen days of post-hospitalization expenses including diagnostics and medicines.

The State Health Agency (SHA) has also started an initiative 'Gaon Gaon Ayushman' to reach out to even last mile villages which remain cut from the rest of the world due to adverse weather conditions so as to percolate the benefits of the scheme down to every beneficiary.

This scheme aims to undertake path-breaking interventions to holistically address the healthcare system (covering prevention, promotion and ambulatory care) at the primary, secondary and tertiary levels. SHAs have full operational autonomy to implement PM-JAY in their state. For more information about PM-JAY, please visit <https://pmjay.gov.in/about/pmjay>

2. POSITION (S) VACANT: Two (2)

3. DUTY STATIONS: State Head Quarter- Srinagar

4. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the Chief Executive Officer, Finance Manager shall be responsible for successful implementation of the scheme in the state.

Key Roles and Responsibilities:

1. Finance Manager is primarily responsible for overseeing the funds management under SHA and monitoring overall financial management

including release of funds, expenditure, reporting, Statutory Audit, Utilization Certificates, field review visits etc.

2. Supervision, monitoring, training and guidance of the team at state and district levels.
3. Devise financial management information system.
4. Submit periodic financial report to NHA.
5. Statutory Audit arrangements for State; monitoring, review, analysis, compliance of Audit and GOI observations and timely submission of Audit Reports.
6. Capacity building for State/District level finance & accounts staff from time to time.
7. Act as Nodal Officer for all Finance, Accounts and Audit matters.
8. Provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG audits etc. from time to time.
9. Monitoring financial performance indicators and convergence of financial & accounting processes.
10. Visits to districts for financial management performance review, financial studies and prepare status reports with recommendations for improvement.

5. QUALIFICATION, SKILLS, AND EXPERIENCE:

Qualification:

MBA (Finance) / CA from a recognized institution preferably with a degree in Commerce from a recognized university.

Experience:

Essential:

At least 5-8 years of Post Qualification experience in the related field.

Desirable Experience:

Out of 5-8 Years of Essential Experience at least 3-5 years of experience in State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.

Required Skills:

1. Strong analytical skills.
2. Ability to lead teams.
3. Strong group facilitation skills.
4. Strong strategic focus, analytical and project management skills.
5. Excellent interpersonal and communication skills.

6. Ability to operate effectively with people at all levels of the business.
7. Excellent command of the English language.
8. Knowledge of Tally accounting package, MS Office, MS Word, MS Power Point would be desirable.

7. AGE LIMIT: Maximum age limit 40 years

8. COMPENSATION OFFERED: Maximum honorarium for the position is Rs. 70,000/- per month.

9. CONTRACT TYPE AND PERIOD: The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to Government of Jammu & Kashmir approval and satisfactory performance.

10. REFERENCE: SHA-FM-2022

11. CONTACT INFORMATION:

HR Officer
SPC Management Services P Ltd.
Phone Nos.: +91-7006155898
Website: www.spc.co.in

12. LAST DATE FOR APPLICATIONS: Online Application will be live from May 13, 2022

Eligible candidates interested in this position are requested to apply online at www.spc.co.in by or before May 20, 2022 at 11:59:59 PM. Candidates must fill and submit the Online Application Form in the given link. Applications submitted from any other mode shall not be considered.