

No: IIPHS/2024/GEN/Vol 2/197/69

Date: 26th Sept, 2024

Position: Finance Assistant

Location: Shillong, Meghalaya

Number of Posts: 1 (One)

Duration of Position: One year (renewable based on performance)

About IIPHS:

The Indian Institute of Public Health Shillong (IIPH-S) is a northeast regional institute of public health. It was established in 2015 by the PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPH Shillong is an autonomous educational & research institute of the IIPH Shillong Society, registered under the Meghalaya Society registration Act of 1983.

Roles and Responsibilities:

1. Reconcile daily, monthly, and annual financial transactions to ensure accuracy and completeness.
2. Assist in the preparation, monitoring, and management of budgets, ensuring compliance with organizational policies and applicable financial regulations.
3. Conduct financial analysis to identify trends, variances, and potential areas of improvement, proposing solutions to resolve discrepancies.
4. Maintain accurate bookkeeping, manage cash flow, and ensure robust financial controls across all transactions.
5. Ensure that all financial activities, including expenses and disbursements, adhere to project budgets and comply with both internal policies and regulatory guidelines, including FCRA requirements.
6. Perform timely and accurate management of accounts receivable and payable functions.
7. Oversee the preparation of financial statements, balance sheets, income reports, and other financial documentation required by management and external stakeholders.
8. Ensure data integrity and compliance in all financial reports, including adherence to FCRA reporting standards where applicable.
9. Process and verify invoices for accuracy, ensuring compliance with organizational procurement policies and maintaining proper documentation.
10. Identify and resolve accounting discrepancies, invoicing issues, and other financial irregularities in a timely manner.
11. Coordinate procurement activities, ensuring compliance with both organizational policies and any relevant external regulations, including FCRA guidelines.
12. Serve as the primary point of contact for finance-related queries, collaborating with other departments on financial matters.
13. Support senior management, including the Finance Manager or Director, by providing insights, reports, and assistance on special projects as needed.
14. Liaise with the finance department of the Head Office, project teams, and external stakeholders, ensuring effective communication and financial coordination.
15. Line-manage junior finance staff or research personnel, providing mentorship and assistance in developing project budgets.

16. Ensure that all interactions with government officials, stakeholders, and community leaders comply with financial regulations, including FCRA requirements, where applicable.
17. Maintain detailed financial logs and provide quarterly and annual reports to management, ensuring all documentation meets regulatory standards.
18. Prepare financial reports, presentations, and budgets for both internal and external audiences, with attention to any FCRA-related funding and requirements.
19. Undertake any additional tasks assigned by the supervisor, particularly those related to financial management and compliance

Qualifications:**Essential:**

- Bachelor's degree in Commerce (B.Com) or equivalent qualification, with an understanding of FCRA compliance.

Desirable:

- Master's Degree in Commerce/Finance Management with experience in modern financial management techniques, such as the accrual method of accounting, particularly in the context of educational or research institutions.
- Experience with FCRA financial reporting and compliance procedures.

Experience:

1. 3-5 years of experience in managing accounting systems, preferably in autonomous institutions or government bodies.
2. Sound working knowledge of rules and regulations relating to accounts, audits, and financial matters for Research and Development institutions, including FCRA compliance.
3. Prior experience in a research establishment or other institutions of higher education, with exposure to FCRA fund management.

How to Apply:

1. Interested candidates may upload the required data in the google form [link](#)
2. Those who have applied for the position earlier need not apply.
3. Last date for receipt of application: 1st October 2024

CV Format:

1. Full Name, address and contact details (including email and phone).
2. Educational qualifications – Diploma/degree/s, year, and institute qualified from.
3. Language skills (spoken, written skills), Software skills.
4. Work experience (position/job title, organization, duration) if none please state NIL.
5. Research experience and Publications (if any).
6. Referees (two persons who you have worked or trained under).
7. Any other relevant information.

General Instructions:

1. The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number; a Screening Committee shall short-list the most suitable candidates to be called for the interview.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment

process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.

4. Only the short-candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.
5. The Institution reserves the right to reject any application without assigning any reason whatsoever.
6. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
7. Any corrigendum/changes/updates shall be available only on Institutes website: www.iiphs.ac.in
8. The candidate must upload the data in the Google form link provided The original certificates would be required at the time of interview only.
9. Applications not accompanied with or incomplete, unsigned applications and those not accompanied with copies of attested certificates will be summarily rejected.
10. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
11. Applications received after the prescribed date will not be entertained.
12. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
13. Minimum Educational Qualifications; All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
14. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Sd/-

Registrar

Indian Institute of Public Health Shillong