

No: IIPHS/2021/Ads/1/54/10

Date: 20th April, 2022

Position: Finance Officer

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. IIPHS mandate includes research, interdisciplinary education and advocacy. IIPHS is an autonomous educational & research institute of the IIPHS society registered under the Meghalaya Society registration Act 1983.

Roles and responsibilities:

1. Exercise general supervision over the funds of the Institute and advise the Director as regards the finances of the Institute;
2. Be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Executive committee and Board of Governors.
3. Hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the Institute, with the approval of the Director;
4. Ensure that the limits fixed by the Institute for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
5. Monitor the state of the cash and bank balances and investments;
6. Ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Director on the methods to be employed in this regard
7. Get the accounts of the Institute audited, regularly;
8. Ensure that the registers of buildings, land, equipment, and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices and stores of the Institute are conducted regularly;
9. Appraise the Director of any unauthorized expenditure or other financial irregularities from any academic member or non-academic staff of the Institute.
10. Call for, from any office, laboratory, department of the Institute, any information and returns that he/she thinks necessary for the proper discharge of his/her financial responsibilities;
11. Perform such other duties as prescribed by or assigned to him by the Director, from time to time.

Qualification:

Essential :

Master's Degree in Commerce/ Finance/Management or an equivalent degree.

Desirable :

1. Master's Degree in Finance Management with experience in modern financial management techniques like accrual method of accounting or conversant using it in management functions in Education/Research Institutions.
2. Chartered Accounts or Institute of Cost Accountants of India or Master of Business Administration (Finance).

Experience

1. Experience: At least 3-5 years of experience managing accounting systems preferably in autonomous institutions or State Government or Central Government.
2. Good working knowledge of rules and regulations of Research and Development institutions relating to accounts or audit, service conditions and related financial matters.
3. Experience in research establishment and/or other institution of higher education is desirable.

How to apply:

1. Interested candidates may send detailed CV to iiph.shillong.ner@gmail.com with a cover letter
2. Please highlight the Exact Position '**Finance Officer**' in the subject line of your email & cover letter
3. Last Date of Receipt of Applications: **20th May, 2022**

Your CV should provide the following in a word document, preferably in the following order:

1. Full Name, address and contact details (including email and phone)
2. Educational qualifications – Diploma/degree/s, year and institute qualified from (please provide full name and address of the institute.)
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 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 candidates are required to bring with them copies of all relevant testimonial documents self-attested along with the original certificates at the time of interview.
9. Applications that are incomplete and/or unsigned 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. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained
14. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
15. 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.
16. 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.