

No: IIPHS/2021/Ads/1/54/17

Date: 18<sup>th</sup> August, 2022

**Position:** Finance Assistant

**Location:** Shillong, Meghalaya

**Number of Posts:** 1 (One)

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

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### 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 mandates includes research interdisciplinary education and advocacy

### Roles and responsibilities:

1. Reconcile daily, monthly and yearly transactions.
2. Assist in budget preparation and management activities.
3. Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
4. Manage cash controls and maintain book keeping up-to-date.
5. Ensure all expenses are within assigned project budget.
6. Ensure account receivables and payables activities are performed accurately and timely.
7. Manage the preparation of balance sheets, income statements, expense reports, etc.
8. Ensure data integrity in all financial reporting.
9. Process invoices.
10. Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
11. Procure equipment according to organizational procurement policy.
12. Act as a key point of contact for other departments on financial and accounting matters.
13. Support Finance Manager/Director and executives with projects and tasks when required.
14. Liaison with stakeholders and finance department of Head office as may be required.
15. Line managing of juniors/research staff.
16. Liaison with the Government officials, health care professionals and community leaders.
17. Line Managing of junior research staff, assist in developing project related budgets and other administrative work of the RRH
18. Maintain log of work and processes and provide quarterly reports
19. Prepare reports, relevant budgets and presentations for varied audiences including DHR and other agencies.
20. Any other task as assigned by Supervisor

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### Qualification:

#### Essential :

Master's Degree in Commerce/ Finance Management or an equivalent grade in a point scale wherever grading system is followed.

#### Desirable :

1. Master's Degree in Commerce/Finance Management with experience in modern financial management techniques like accrual method of accounting or conversant using it in management functions in Education Institutions.

### 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.

### 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. 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.

### How to apply:

1. Interested candidates may upload the required data in the Google form link [https://docs.google.com/forms/d/1lu\\_c5sGDK7LTrAll1yywQ-ksbHvOeXRBvISEkADG4UU/edit](https://docs.google.com/forms/d/1lu_c5sGDK7LTrAll1yywQ-ksbHvOeXRBvISEkADG4UU/edit)
2. Please highlight the Exact Position '**Finance Assistant**' in the subject.

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**Lawmali, Pasteur Hill, Shillong, Meghalaya, India - 793001**  
**Tel: 0364 2592014, +91-9863951034, +91-7629994518, <https://iiphs.ac.in>**

3. Last Date of Receipt of Applications: 24<sup>th</sup> August, 2022

Your CV should provide the following in a word/pdf 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
3. Language skills (spoken, written skills), Software skills
4. Work experience (position/job title, organization, duration) if none please state NIL
5. Referees (two persons who you have worked or trained under)
6. Any other relevant information