

Designation- Senior Associate-Accounts and Administration

No of Positions – 1

Location – Delhi

Nature of engagement- Contractual

Period of engagement- Upto 31 December 2022, subject to renewal

School Health Clinics seek to provide comprehensive primary healthcare to government school students by catering to both physical and mental health issues within the school campus. Each clinic has a doctor, a psychologist, a nurse, and a multi-task worker who are responsible for regular screening, diagnosis, treatment, and prevention of primary healthcare concerns of students. A pioneer in the education and healthcare space, the Education and Health Departments of the Government of Delhi have come together to ensure the holistic development and well-being of government school students through the School Health Clinics Pilot Project.

A Project Management Unit (PMU) has been set up to help the GNCTD manage the implementation of the pilot project. The PMU has partnered with the Hans Foundation for the smoother functioning and operations of the School Health Clinics Project.

Position Summary –

We are looking for an Accounts and Documentation Officer (ADO) to manage all employee and partner related account and documentation processes and tasks at the SHCs. The ADO will report to the Project Manager (PM) and the Senior Project Associate (SPA) while working under the supervision of the PMU and THF.

This role involves designing documents and validation of data and information according to the standard templates defined by THF and PMU. The scope of work will range from collating bills, lists of resources, stakeholder coordination for procurements and disbursement of funds, maintaining stock, drafting reports and coordination with donors and other partners.

Role and Responsibilities –

- Making monthly budget projection and utilisation
- Preparing utilisation report, invoices in case of donor support
- Maintaining bills and vouchers, invoices
- Support in budget preparation, summary and presentation to the management
- Managing contingency funds with the schools. Collating and delivering bills.
- Maintaining statement of stock of medicines and equipment's and highlighting deficits
- Collating procurement lists, medicines and equipment and getting it delivered by certain stakeholders.
- Lend necessary coordination for receiving funds from donors and their fund utilization.
- Maintaining statement of stock of medicines and equipment's and highlighting deficits
- Facilitating registrations and licensing as and when required
- Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts
- Creating reports and other documents for donors, government, partners and other relevant stakeholders.
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Essential Qualifications

- Graduate degree preferably in commerce and accounts.
- Candidates with post graduate degree in commerce will be preferred.
- 3 to 5 years of relevant work experience in staff management, salary processing, accounts management, financial management, in government or NGO projects.

- Experience of Industry Accounting / Auditing / Taxation Work
- Working knowledge of Society laws and labour laws.
- Good knowledge of Tally, MS EXCEL & other MS Office Software

Required Skills & Competencies

- Good Accounting and computing skills.
- Have linguistic skills as well as technical skills
- Excellent written and oral communication skills.
- Good working knowledge of EXCEL and TALLY ERP.

Remuneration

INR 7,20,000 per annum