

TERMS OF REFERENCE OF FINANCE MANAGER

SWACHH BHARAT MISSION (GRAMEEN)

Under the Swachh Bharat Mission (Gramin), Government of India has emphasized that the highest priority be accorded to rural sanitation to promote cleanliness, hygiene and on elimination of open defecation for improvement in the quality of life of the rural population. Govt. of Punjab, Department of Water Supply and Sanitation under Swachh Bharat Mission (Gramin) Phase II envisages to improve sanitation service levels, sustain open defecation, and ensure availability of adequate solid and liquid waste management facilities in all the villages of the State. DWSS Punjab is the nodal agency for implementation of Swachh Bharat Mission (Gramin) Phase II. The project is scheduled for 5 years from 2020-21 to 2024-25, and its implementation has already commenced in all districts of the State.

For the financial closure of Swachh Bharat Mission (Gramin) Phase I and successful implementation of Swachh Bharat Mission (Gramin) Phase II the post of Finance Manager on contract basis is required to be filled up. The detailed terms of reference of the post is as under:

1. Post

Finance Manager

2. Vacancy

01 (One)

3. Qualifications

Chartered Accountant/Cost Accountant from recognized institute/university.

4. Experience

- Minimum 6 years of post-qualification experience in handling internal/statutory audit/ social audit and consultancy in accounts, taxation, maintenance of accounts, monitoring Of expenditure and forecasting the budget requirement etc.
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5. Preferable

- At least 5 years of experience in facilitation for financial planning, implementation and monitoring of State/ National level programmes.
- Knowledge of Punjab Financial Rules, Department Financial Rules, Audit Procedures and other departmental procedures and rules etc. would be an added advantage.

6. Knowledge and skills

- Must have thorough knowledge about financial management, preparation of budget proposals, book of accounts etc.

- Strong accounting skills, including Consolidation of accounts, double entry accounting and familiarity with Govt. accounting procedures.
- Working knowledge of MS Office (Excel/ Word/ PowerPoint)
- Proficiency in English with working knowledge of Punjabi language.
- Must possess strong analytical & presentation skills.
- An ability to multitask and perform under tight deadlines.
- Ability to manage, monitor financial data.

7. Job Description

- Assist Director Sanitation in preparation of Annual Implementation Plan/ Project Implementation Plan as per funding norms of SBM (G).
- Ensure that adequate internal controls are in place to support the payments and receipts.
- Ensuring timely consolidation of accounts/financial statements.
- Assist to ensure that the funds are allocated to the Districts in a timely manner for better results.
- Maintaining a database for monitoring the fund release to GPs/ GPWSCs, utilization, audit reports and compliance with audit reports of the concurrent auditors.
- Facilitate internal audit of the Divisions and other levels.
- Support in imparting training to the District/ Divisional Finance Controllers/ Accountants/ Finance Officers on financial management systems under SBM (G).
- Facilitate external audit by the CA/ Internal Audit of Finance Department Punjab/ AG Punjab / CAG.
- Review the accounts and records of the GPs/GPWSCs on a periodic basis against a pre designed checklist and document/ report any adverse findings to the Mission Director/ State Coordinator SBM (G)/Director Sanitation/ Joint Controller (Finance & Accounts).
- Manage all contracts of State Coordinator SBM (G)/ Director Sanitation office.
- Managing financial progress during the course of the financial year vis-a-vis the planned activities.
- Sufficing all audits requirements of the Government of India and the CAG as decided from time to time.
- Implementation of Financial Management systems to enable tracking of the fund utilization and also help in financial management reforms.
- Design and guide implementation of social accountability and transparency framework
- Attending financial meetings/ workshops carried out by State and Central Government related to financial management, Social Audit etc.

- Getting Annual Audit of accounts done by a Chartered Accountant firm selected from a panel approved by the CAG, within six months of the close of the financial year in accordance with the SBM (G).
- Preparing audit para replies and their submission to Internal Audit of Finance Department Punjab/ AG/ CAG/ GOI.
- Liaison with other financial institutions such as World Bank/ NABARD etc in the wake of the need of financing requirements.

8. Emoluments

- Rs. 70000 per month, subject to negotiation.

Negotiation will be subject to qualification, experience & skills. The negotiated salary shall include all allowances except Travel reimbursement as per Punjab Govt. TA rules.

9. Tenure

Initially for the period of 12 months which can be further extended based on the performance.

10. Place of work

O/o State Coordinator, SBM (G) Department of Water Supply and Sanitation, Phase 2, SAS Nagar -160055, Punjab or any other place as per discretion of Mission Director SBM (G).

11. General Conditions

- Application on prescribed performa giving details of Education Qualification with percentage of marks should be submitted latest by 5:00 PM on 23.03.2021. Application received after this date will not considered.
- Self-attested copies of all certificates, experience and one passport size photo should be attached with the application.

APPLICATION PERFORMA FOR THE POST OF
FINANCE MANAGER SBM (G)

Paste Latest
passport size
Photograph

Particulars

1.	Name of Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Residence Address	
5.	Land Line/Mobile No.	
6.	Basic Qualification	
7.	Higher Qualification	
8.	Knowledge of Financial Software (s) (Mention Name)	
9.	Age	
10.	Post qualification experience (Years and Months)	
11.	Experience in Water/ Sanitation (If any)	
12.	Proficiency in Punjabi/ English	

(Dated : _____)

Signature

CERTIFICATE

1. It is certified that I am physically fit to join my duties in the Department of Water Supply and Sanitation, Mohali.
2. I hereby accept the Contractual Assignment as issued vide No.HOD/DWSS/Admn./SBM/21/ _____ Dated _____ by the Department of Water Supply and Sanitation.
3. I will join my duty against the post / assignment offered to me.

Residential Address _____

Mobile No. _____

E-mail ID: _____