

TERMS OF REFERENCE FOR THE POSITION OF ADMIN OFFICER, ASSAM GOVERNMENT IITG HEALTHCARE FOUNDATION

Position: Admin Officer

Qualification: Master degree in Business Administration / Post Graduate Diploma in Management (min two years duration). Specialization in Hospital Administration/Human Resource is preferred.

Experience:

- 1) Minimum 4-5 years in administration. Proven work experience as an Administrative Officer, Administrator or similar role.
- 2) Experience of working in a hospital/healthcare industry is preferred.
- 3) Good experience and knowledge of office procedures, e.g., vehicle log-books, security shifts, filing, vendor dealing, etc.
- 4) Exposure of working on office management software like MS Office (MS Excel and MS Word, specifically)
- 5) Strong organization skills with a problem-solving attitude
- 6) Good written and verbal communication skills in Assamese, Hindi and English

Place of Duty: The normal place of work for the candidate will be the office of AAHII

Reporting: Admin Officer shall work under the overall guidance and supervision of the Head – HR & Admin and will be directly responsible for the following tasks:

Job Purpose:

As an administrative officer, job duties may include scheduling meetings, arranging travel and accommodations, filing, stock-keeping, handling office expenditures, maintaining assets and office security, and preparing reports.

Key Responsibilities:

- 1) Responsible for housekeeping, security and safety of office premises.
- 2) Arrange for visitor's facilitation; follow up for requirements/problems etc.
- 3) Manage office supplies stock and place orders.
- 4) Prepare regular reports on expenses and office budgets.
- 5) Maintain and update company databases related to company assets.
- 6) Organize a filing system for important and confidential company documents.
- 7) Maintain a company calendar and schedule appointments
- 8) Book meeting rooms as required
- 9) Distribute and store correspondence (e.g. letters, emails and packages).
- 10) Arrange travel and accommodations
- 11) Schedule in-house and external events
- 12) Any other responsibilities assigned by the Head – HR & Admin.

Compensation: As per industry standards.

TERMS OF REFERENCE FOR THE POSITION OF CHIEF FINANCIAL OFFICER, ASSAM GOVERNMENT IITG HEALTHCARE FOUNDATION

Position: Chief Financial Officer

Qualification: Chartered Accountant.

Experience:

Total experience of 20 years (minimum), of which at least 5 years should have been at a senior level (at least GM) in a reputable hospital (300 beds minimum)/diagnostic chain (multiple centers). Proficient in the use of MS Office and financial management software (e.g. ORACLE, SAP).

Core Competency:

1. Teamwork
2. Decision making and problem solving
3. Initiative and change driven
4. Planning and organizing
5. Effective communication - negotiation skills, presentation, analytical and writing skills.
6. Leadership and coaching skills.
7. Strategic management skills.

Place of Duty: The normal place of work will be the office of AAHII

Reporting: The CFO will report to the Chief Executive Officer and the incumbent shall function in accordance with the applicable policies and regulations.

Job Purpose:

The primary responsibility of the CFO will be to prepare and implement financial strategy, policies and procedures and financial controls framework in order to ensure the achievement of organization wise financial objectives, controls and financial stability. The person will ensure internal controls are effectively in place and functional. CFO will also ensure compliance with applicable rules and regulation. The incumbent will be leading finance functions including accounting and general ledger, financial/management/regulatory reporting, forecast and budgeting, accounts payable and receivable, annual/periodic audits facilitations, taxation, finance systems, grants/funds management and treasury.

Key Responsibilities:

1. As a member of senior management, CFO shall assist the CEO and the Board of Directors (BoD) in:
 - (a) Strategic financial planning
 - (b) Annual capital and operating budget for BoD approval
 - (b) Establishing and implementing internal controls and ensuring adherence

2. Ensure that financial and accounting policies & procedures are in accordance with statutory regulations and global standards; and complies with risk management.
3. Treasury management.
4. Regulatory and statutory compliances, audit and taxation matters in totality.
5. Vendor development exercise in its totality.
6. Supply chain management.
7. Business unit-wise analysis, evaluation and advisory, like financial analysis of Hospital, R&D center and Academic center.
8. Growth planning and management.
9. Negotiation with financial institutions.
10. Investor management.
11. Payroll supervision.
12. Build team and provide leadership for organizational alignment. Train, develop and manage Finance department staff to ensure that a qualified staff exists to meet organization's objectives.
13. Patient financial services, including receivables management and patient admissions processes.
14. Perform any other task assigned by the CEO/Board of Directors.

Compensation: As per industry standards.

**TERMS OF REFERENCE FOR THE POSITION OF EXECUTIVE - FINANCE & ACCOUNTS, ASSAM GOVERNMENT
IITG HEALTHCARE FOUNDATION**

Position: Executive – Finance & Accounts

Qualification: Master degree in Commerce (MCom). CA interns will be preferred.

Experience:

- 1) Minimum 4 - 5 years of experience (recent) in Finance/Accounts department. Proven work experience in Accounting/Taxation/Finance/Audit as an Accounts Officer, Accountant or similar role.
- 2) Experience of working in a hospital/healthcare industry is preferred.
- 3) Good experience and knowledge of finance related softwares, e.g., tally, ERP, PFMS, Shram Suidha portal (PF&ESIC), etc is a must.
- 4) Exposure of working on office management software like MS Office (MS Excel and MS Word, specifically).
- 5) Excellent organizational skills, strong analytical thinking and great numerical skills.

Place of Duty: The normal place of work for the candidate will be the office of AAHII

Reporting: Executive – Finance & Accounts shall work under the overall guidance and supervision of the Finance Head

Job Purpose:

Manage daily financial operations and procedures.

Key Responsibilities:

- 1) Evaluating opportunities for cost-reduction and assisting with the monthly accounts closing.
- 2) Be resourceful as a team member and multi-task.
- 3) General accounting activities like timely and accurate statutory payments (PF & ESI), Bank reconciliations, payment of taxes, filing of TDS returns, CESS, GST, etc.
- 4) Preparing statutory accounts.
- 5) Reporting financial performance
- 6) Collaborating with external auditors.
- 7) Supports “Finance & Accounts Manager” in areas designated – Day-to-day accounts operation.
- 8) Ledger, cash entry, petty cash, invoice management and follow-up with Vendors.
- 9) Maintaining database, records, registers and files related to financial transactions.
- 10) Ensure timely and accurate tally or ERP entries.
- 11) Any other responsibilities assigned by the Finance Head.

Compensation: As per industry standards.