

TERMS OF REFERENCE FOR THE POST OF FINANCE MANAGER (FM)

Job Purpose:

Provide support for the overall success in the implementation of the Atal Amrit Abhiyan, Assam. The Finance Manager is expected to provide support to CEO in financial matters and claims settlement. He/she would be responsible for the speedy settlement of proposals in order to ensure the efficiency, relevance and impact of Atal Amrit Abhiyan in the state of Assam is maximized.

Key Responsibilities:

- Assisting the CEO in supervising the Key Control System w.r.t. veracity of claims and their speedy disposal. Also provide support for all types of financial matters related to the scheme.
- Adopting methods and monitoring the swift settlement of the claims once received from the field level.
- Ensuring compliance with the procedural requirements as set up in the implementation guidelines of Atal Amrit Abhiyan.
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the scheme.

Qualifications:

MBA with specialization in Financial Management or Chartered Accountant (CA) or Member of State/Central Accounts Service.

Relevant Experience:

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum five years of experience in related sector viz. health insurance/claim settlement.
- Demonstrated competency in supervisory and interpersonal skills.
- Superior management and leadership qualities in order to liaise effectively with management, senior staff, staff of parity organizations and government officials
- Excellent oral and written communication skills in English.

Compensation: Best in the industry which is negotiable.