

TERMS OF REFERENCE FOR THE POST OF SENIOR FINANCIAL ADVISOR UNDER ATAL AMRIT ABHIYAN SOCIETY

Position: SENIOR FINANCIAL ADVISOR

Qualification and Experience: Retired officer of Assam Financial Services, not below the rank of Deputy Director

Place of Duty: The normal place of work for the party will be the office of the Atal Amrit Abhiyan Society, Assam

He/She shall work under the overall guidance and supervision of the CEO and Senior Financial Advisor, AAAS will be directly responsible for the following tasks:

Job Purpose:

Assisting the CEO in supervising the key control system, wrt, veracity of claims and their speedy disposal. Also provide support for all types of financial matters related to the scheme.

Key Responsibilities:

- 1) Respond to any financial query raised from hospitals, vendors and government agencies.
- 2) Responsible for E-Tendering / tendering processes for different works.
- 3) Preparing Annual Budget of AAAS
- 4) Adopting methods and monitoring the swift settlement of the claims once received from the hospitals and/or claims team as per TAT.
- 5) Ensure timely payment to vendors and salary to AAAS staff.
- 6) Monitoring the information system about the performance outcomes of different functionaries and entities provided for the scheme.
- 7) Coordinate with the government agencies for making the AAA and PMJAY funds available to the society.
- 8) Undertake any other duties assigned to him/her by the CEO.

Compensation: The compensation for the post will as per Society norms