Position:	**Senior Accountant**
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis till 31 March 2027 subject to continuation of grant.
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Manager (Finance) GFATM Project under the overall supervision of the Nodal Officer GFATM, NCVBDC.
Essential Qualification & Experience:	Post-graduate in commerce preferably MBA (Finance), with minimum 3 years' experience in accounting analysis (preferably in health sector), budgeting, financial software including Tally, PFMS and reporting systems. OR Graduate in commerce with good academic record; and minimum 5 years of post-qualification work experience in accounting and finance.
Skills:	• Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in finance related softwares and packages such as Tally, PFMS, GeM, and integrated accounting softwares. • Good communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	Upto ₹ 35,000/month
Travel	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	17 October 2026

About Organization
TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects. It also acts as advocating agency in the enactment of public policies in the country. TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does

not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Purpose

To maintain proper accounts/budget of GFATM supported project IMEP-3 and update/ monitor the same and to ensure timely receipt of SOEs/ utilization certificates/audit reports from the concerned States/ UTs/ Districts for strengthening the financial management system under IMEP-3

Position Roles & Responsibilities

1) To maintain accounts including in financial softwares/ PFMS/ Tally and render assistance to Finance and Procurement Managers/ other staff w.r.t. accounts/ budget.
2) To maintain the financial records and reports pertaining to the project/ programme, and maintain separate accounts for EAC and DBS components of NCVBDC.
3) To liaison with and assist the State/ District VBD programme offices strengthening the financial management system under IMEP-3.
4) To assist the National Manager Finance in preparing budget, compiling SOEs,/ UCs/ audit reports etc; and PUDR.
5) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
6) To undertake/ streamline the handling of receipts and payments/ budgets/ advances/ bank processes; calculation, deduction of TDS and preparation of statement for TDS returns; verification and validation of bills/ vouchers; reconciliation of bank statement & other account balances; maintain inward-outward & asset register etc. as required.
7) To support in implementation of an effective and efficient financial control management system under the project/ programme.
8) To participate in planning and organization of review meetings at National and Sub- national levels.
9) Any other duties as assigned by the Nodal Officer, GFATM

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Sr. Accountant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

1) Check your eligibility before applying.
2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
4) No TA/DA will be paid to attend the interview in person.
5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

TCI Foundation

Click to apply