



AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thirissur District, Kerala State, India - 680 555

JOB DESCRIPTION

Name	CA.Shabu T P
Job Title	Chief Financial Officer
Department	Administration
Sub Department	Finance
Reporting To	Director / Joint Director
Supervising	Tax Consultant, Cost & Financial Analyst, Internal Auditor, Assistant Accounts Manager (General Hospital), Accounts Manager (Medical College), Accountant (Ayurveda)
Date of Joining	28-05-2024
Last Revision Date	01-04-2025

Job Summary:

To head the finance department of the Organisation and ensure that finance and accounts functions are efficiently carried out.

Main Responsibilities

- Head the finance department of the Organisation and ensure that finance and accounts functions are efficiently carried out.
- Actively contribute towards strategic planning and decision making at the Management level.
- Ensure that the cash flow of the Hospital is efficiently managed through cash flow forecasting, working capital monitoring and prudent use of bank facilities.
- Obtain and maintain various bank facilities based on the business requirements.
- Ensure that correct finance and accounts policies and procedures are followed across the Hospital and provide strategic guidance to senior finance, accounts team and internal audit team and Department Heads.
- Ensure that Management is provided with relevant MIS Reports for the Finance Committee meetings.
- Prepare annual budgets in co-ordination with Management and present the same in the Annual General Meeting.
- Ensure that Accounts are finalised properly and audits are carried out in time.
- Analyse proposals for capital investments and medical equipment purchases and provide expert opinion on the same.
- Initiate rate revisions across the Hospital, analyse rate revision proposals and provide expert opinion on


Initials:

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completed in time.

8. Verify, ensure compliance and provide compliance reports related to Income Tax, GST, TDS, PF, ESI, etc.
9. Handle Inspections, respond to communications, co-ordinate with auditors / consultants / lawyers, organise documents for hearing, attend hearing, etc. on behalf of the Organisation in connection with various applicable laws including those related to Income Tax, TDS, GST, VAT, Service Tax, Luxury Tax, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc.
10. Co-ordinate with Purchase Department, Suppliers, Government Departments, Clearing Agents, Transporting Companies, Banks, etc. and organise necessary documentation, establish LCs, organise overseas remittances, make payment of applicable duties / taxes for import / inter-state purchase of equipments / goods.
11. Update Chief Financial Officer regarding amendments, clarifications, etc. in various applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc. and implement necessary changes in consultation with Chief Financial Officer.
12. Review agreements, contracts and other important documents in order to protect the interest of the Organisation.
13. Verify MIS Reports from various divisions for the Finance Committee meetings and ensure its correctness.
14. Identify all potential risks to which the Organisation is exposed to and ensure that adequate measures are taken to mitigate the same.
15. Be always vigilant, take necessary proactive steps, scrutinise sensitive accounts and ensure that proper procedures with required internal controls are in place to avoid frauds and irregularities for all operational and finance activities.
16. Perform other duties assigned by the Director and superiors from time to time.

Employee's Name:	Ms. Asha Thomas
Employee's Signature:	
Date:	01-04-2025



Betsy

Dr. BETSY THOMAS
MD, FRCO, DNB, MCOG
PRINCIPAL
AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, THRISSUR-680 555

Initials:



AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thirissur District, Kerala State, India - 680 555

JOB DESCRIPTION

Name	Ms. Asha Thomas
Job Title	Tax Consultant
Department	Administration
Sub Department	Finance
Reporting To	Chief Financial Officer
Supervising	-
Date of Joining	15-01-2019
Date of Last Contract Renewal	01-04-2022
Last Revision Date	01-04-2025

Job Summary:

To ensure statutory & tax compliance across the organisation and tackle all statutory & tax related matters.

Main Responsibilities

1. Ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, PF, ESI, Profession Tax, etc. including correct and timely collection / deduction and remittance of taxes, maintenance of proper books & records, timely filing of returns, timely completion of audits, smooth implementation of amendments / changes, guidance & training, etc.
2. Verify whether TDS from payments to contractors, professionals, service providers, etc. is deducted correctly and also TDS working for remittance is correctly done and organise its on-line payment.
3. Estimate correct TDS amounts that need to be deducted from employees with taxable salary and obtain Investment Declaration Forms, investment proof, etc. for the purpose.
4. Ensure timely filing of quarterly and annual TDS returns and also timely issue of TDS certificates to employees, contractors and professionals.
5. Verify various transactions and ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, etc.
6. Verify reports for various GST returns and GST audit and ensure that applicable GST returns are filed properly and accurately in time and that GST audit is completed in time.
7. Ensure that applicable FCRA returns are filed properly and accurately in time and that FCRA audit is

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AMALA INSTITUTE OF MEDICAL SCIENCES

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Amala Nagar, Thrissur District, Kerala State, India - 680 555

JOB DESCRIPTION

Name	Mr. Franco Joseph
Job Title	Chief Financial Officer
Department	Administration
Sub Department	Finance
Reporting To	Director
Supervising	Accounts Manager – General Hospital, Accounts Manager – Cardiac Centre, Statutory Compliance Executive, Assistant Internal Auditor, Finance Executive
Date of Joining	07-07-2014

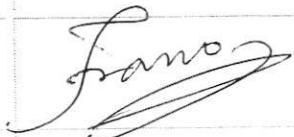
Job Summary:

To head the finance department of the Hospital and ensure that finance and accounts functions are efficiently carried out.

Main Responsibilities

- Head the finance department of the Hospital and ensure that finance and accounts functions are efficiently carried out.
- Actively contribute towards strategic planning and decision making at the Management level.
- Ensure that the cash flow of the Hospital is efficiently managed through cash flow forecasting, working capital monitoring and prudent use of bank facilities.
- Obtain and maintain various bank facilities based on the business requirements.
- Ensure that correct finance and accounts policies and procedures are followed across the Hospital and provide strategic guidance to senior finance and accounts team and Department Heads on these.
- Ensure that Management is provided with relevant MIS Reports for the Finance Committee meetings.
- Prepare annual budgets in co-ordination with Management and present the same in the Annual General Meeting.
- Ensure that Accounts are finalised properly and audits are carried out in time.
- Analyse proposals for capital investments and medical equipment purchases and provide expert opinion on the same.
- Initiate various rate revisions across the Hospital, analyse rate revision proposals and provide expert opinion on the same.

- m. Constantly look for areas that need improvements in finance, accounts and operations by critically analysing & taking feedbacks from colleagues and implement corrective measures, on approval from Management, if it a major change.
- n. Be always vigilant, take necessary proactive steps and implement internal control procedures to avoid frauds and irregularities.
- o. Liaison and maintain cordial relationship with bankers, auditors, department heads, key suppliers, key service providers and other key business associates.
- p. Develop, manage, guide, motivate, train and appraise the subordinates.
- q. Perform other duties assigned by the Director from time to time.

Employee's Name:	Mr. Franco Joseph
Employee's Signature:	
Date:	02-01-2017





AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)
Amala Nagar, Thrissur District, Kerala State, India - 680 555

JOB DESCRIPTION

Name	Mrs. Asha Thomas
Job Title	Tax Consultant
Department	Administration
Sub Department	Finance
Reporting To	Chief Financial Officer
Supervising	-
Date of Joining	15-01-2019
Date of Last Contract Renewal	01-04-2022
Last Revision Date	01-04-2022

Job Summary:

To ensure statutory & tax compliance across the organisation and tackle all statutory & tax related matters.

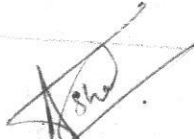
Main Responsibilities

1. Ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, PF, ESI, Profession Tax, etc. including correct and timely collection / deduction and remittance of taxes, maintenance of proper books & records, timely filing of returns, timely completion of audits, smooth implementation of amendments / changes, guidance & training, etc.
2. Verify whether TDS from payments to contractors, professionals, service providers, etc. is deducted correctly and also TDS working for remittance is correctly done and organise its on-line payment.
3. Estimate correct TDS amounts that need to be deducted from employees with taxable salary and obtain Investment Declaration Forms, investment proof, etc. for the purpose.
4. Ensure timely filing of quarterly and annual TDS returns and also timely issue of TDS certificates to employees, contractors and professionals.
5. Verify various transactions and ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, etc.
6. Verify reports for various GST returns and GST audit and ensure that applicable GST returns are filed properly and accurately in time and that GST audit is completed in time.
7. Ensure that applicable FCRA returns are filed properly and accurately in time and that FCRA audit is

Initials:

completed in time.

8. Verify, ensure compliance and provide compliance reports related to Income Tax, GST, TDS, PF, ESI, etc.
9. Handle Inspections, respond to communications, co-ordinate with auditors / consultants / lawyers, organise documents for hearing, attend hearing, etc. on behalf of the Organisation in connection with various applicable laws including those related to Income Tax, TDS, GST, VAT, Service Tax, Luxury Tax, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc.
10. Co-ordinate with Purchase Department, Suppliers, Government Departments, Clearing Agents, Transporting Companies, Banks, etc. and organise necessary documentation, establish LCs, organise overseas remittances, make payment of applicable duties / taxes for import / inter-state purchase of equipments / goods.
11. Update Chief Financial Officer regarding amendments, clarifications, etc. in various applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc. and implement necessary changes in consultation with Chief Financial Officer.
12. Review agreements, contracts and other important documents in order to protect the interest of the Organisation.
13. Verify MIS Reports from various divisions for the Finance Committee meetings and ensure its correctness.
14. Identify all potential risks to which the Organisation is exposed to and ensure that adequate measures are taken to mitigate the same.
15. Be always vigilant, take necessary proactive steps, scrutinise sensitive accounts and ensure that proper procedures with required internal controls are in place to avoid frauds and irregularities for all operational and finance activities.
16. Perform other duties assigned by the Director and superiors from time to time.

Employee's Name:	Ms. Asha Thomas
Employee's Signature:	
Date:	01-04-2022



AMALA INSTITUTE OF MEDICAL SCIENCES

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Amala Nagar, Thrissur District, Kerala State, India - 680 555

JOB DESCRIPTION

Name	Ms. Vincy P. V.
Job Title	Assistant Accounts Manager (General Hospital)
Department	Administration
Sub Department	Accounts
Reporting To	Chief Financial Officer
Supervising	Accounts Executive (Cardiac & Scanning), Cashier – Accounts and Accounts Assistants of General Hospital
Date of Joining	01-01-2018
Date of Last Contract Renewal	06-01-2020
Last Revision Date	07-11-2021

Job Summary:


To manage accounts function of General Hospital, Cardiac & Scanning, Pharmacy, Nursing School, Homoeo, Bethany, Foreign Contribution, Research, etc.

Main Responsibilities

- Supervise Accounts staff and provide guidance on finance, accounts and statutory compliance related matters to them.
- Ensure that full collection from cash counters are deposited into designated bank accounts by the next working day.
- Ensure that concessions, scholarships, etc. are accounted in accordance with relevant approvals, policies and procedures.
- Ensure that Accounts Receivable and Accounts Payable are stated correctly in the Accounts module.
- Verify payments to suppliers, service providers, etc. and ensure that the same is processed correctly in line with relevant procedures and statutes such as Income Tax, GST, TDS, etc. and supported by adequate documents & approvals.
- Review salary, stipend, professional fee, honorarium, incentives, allowances and other manpower related payments thoroughly and ensure that it is correctly prepared and deductions such as PF, ESI, Profession Tax, TDS, other manpower related deductions, etc. is correctly done.
- Ensure that accounting of additions, work in progress, transfers and disposals related to Fixed Assets are done correctly and in time.

Initials:

- . Ensure that the disbursal, replenishment, accounting, tallying, verification, review, handover, etc. of petty cash is handled as per the relevant policies and procedures.
- i. Prepare Daily Bank Position Report and ensure that optimum balances are maintained in all bank accounts.
- j. Ensure that correct and up to date accounting, internal control policies and procedures, documentation and filing systems are followed.
- k. Comply with all applicable laws including those related to Income Tax, GST, TDS, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, Gratuity, etc.
- l. Ensure that various finance and accounts transactions are processed correctly and as per relevant statutes and approve the same.
- m. Verify reports for various GST returns and GST audit and file applicable GST returns properly and accurately in time and complete GST audit in time.
- n. Estimate correct TDS amounts that need to be deducted from employees with taxable salary and obtain Investment Declaration Forms, investment proof, etc. for the purpose.
- o. Ensure timely filing of quarterly and annual TDS returns and also timely issue of TDS certificates to employees, contractors and professionals.
- p. Monitor software issues and follow up with service provider for quick resolution of the same.
- q. Ensure that month closing is carried out wherein all ledger accounts are scrutinised and reconciled, unusual and long pending balances are analysed and corrective steps are taken, external supporting documents are obtained and necessary reports are submitted to the superiors, within the deadlines.
- r. Prepare MIS report, analyse major variances and present the same at the Finance Committee meeting and also provide various ad hoc reports to superiors.
- s. Finalise the accounts for annual audit in accordance with Accounting Standards and ensure preparation of all audit related schedules, within the deadlines.
- t. Co-ordinate with auditors for audits and ensure that year closing and audits are completed, within the deadlines.
- u. Identify all potential risks to which the Hospital is exposed to and ensure that adequate measures are taken to mitigate the same.
- v. Be always vigilant, take necessary proactive steps, scrutinise sensitive accounts and ensure that proper procedures with required internal controls are in place to avoid frauds and irregularities for all operational and finance activities.
- w. Provide various periodical and ad hoc reports to superiors.
- x. Perform other duties assigned by the Director and superiors from time to time.

Employee's Name:	Ms. Vincy P. V.
Employee's Signature:	
Date:	07-11-2021

Initials:



AMALA INSTITUTE OF MEDICAL SCIENCES

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Amala Nagar, Thirissur District, Kerala State, India - 680 555

JOB DESCRIPTION


Name	Ms. Aji Varghese P.
Job Title	Assistant Internal Auditor
Department	Administration
Sub Department	Finance (IA)
Reporting To	Chief Financial Officer
Supervising	Internal Audit Executives and Internal Audit Assistant
Date of Joining	19-01-2017
Last Revision Date	01-04-2023

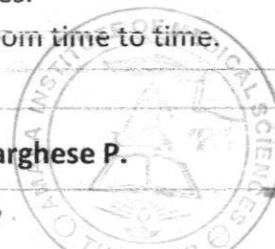
Job Summary:

To manage Internal Audit function of the Organisation, Internal Audit Programs, taking corrective steps, etc.

Main Responsibilities


- Manage Internal Audit staff, closely monitor their work and provide necessary guidance to them.
- Ensure that various Internal Audit Programs are prepared in time, review the same and take corrective actions, where required.
- Ensure that various Reconciliation and Control Reports are prepared in time, review the same and take corrective actions, where required.
- Verify payments to suppliers, service providers, petty cash payments, patient refunds, etc. and ensure that the same is processed correctly in line with relevant procedures and statutes such as Income Tax, GST, TDS, etc. and supported by adequate documents & approvals, as and when required.
- Review salary, stipend, professional fee, honorarium, incentives, allowances and other manpower related payments thoroughly and ensure that it is correctly prepared and deductions such as PF, ESI, Profession Tax, TDS, other manpower related deductions, etc. are correctly done, as and when required.
- Be always vigilant and identify all frauds and irregularities and also propose internal controls to avoid frauds and irregularities for all operational and finance activities.
- Perform other duties assigned by the Director and superiors from time to time.

Employee's Name:	Ms. Aji Varghese P.
Employee's Signature:	
Date:	01-04-2023



DR. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL


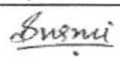
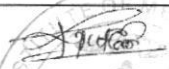
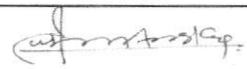
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AMALA NAGAR, THIRISSUR-680 555

 Amala <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>489-428/2002, TRISSUR, KERALA</small>	FINANCE DEPARTMENT MANUAL	Doc. No.	AIMS / DM / FIN - 24
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6.0. DUTIES AND RESPONSIBILITIES

Chief Financial Officer:

1. Head the finance department of the Organisation and ensure that finance and accounts functions are efficiently carried out.
2. Actively contribute towards strategic planning and decision making at the Management level.
3. Ensure that the cash flow of the Organisation is efficiently managed through cash flow forecasting, working capital monitoring and prudent use of bank facilities.
4. Obtain and maintain various bank facilities based on the business requirements.
5. Ensure that correct finance and accounts policies and procedures are followed across the Organisation and provide strategic guidance to senior finance, accounts and internal audit team and Department Heads.
6. Ensure that Management is provided with relevant MIS Reports for the Finance Committee meetings.
7. Prepare annual budgets in co-ordination with Management and present the same in the Annual General Meeting.
8. Ensure that Accounts are finalised properly and audits are carried out in time.
9. Analyse proposals for capital investments and medical equipment purchases and provide expert opinion on the same.
10. Initiate various rate revisions across the Organisation, analyse rate revision proposals and provide expert opinion on the same.
11. Participate in formulation of corporate policies & procedures.
12. Take necessary steps for statutory compliance of applicable laws in the Organisation.
13. Constantly look for areas that need improvements in finance, accounts and operations by critically analysing & taking feedbacks from colleagues and implement corrective measures, on approval from Management, if it a major change.

Prepared By	Verified By	Approved By	Issued By
CA Shabu T P Chief Financial Officer	Ms. Susmi Alphonsa Kurian Quality Coordinator	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
			


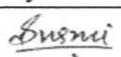
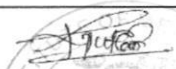
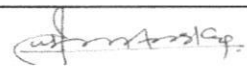


 Amala <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>എം.ഐ.എസ്. മെഡിക്കൽ സയൻസ് ഇൻസ്റ്റിറ്റ്യൂട്ട്</small>	FINANCE DEPARTMENT MANUAL	Doc. No.	AIMS / DM / FIN - 24
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14. Be always vigilant, take necessary proactive steps and implement internal control procedures to avoid frauds and irregularities.
15. Liaison and maintain cordial relationship with bankers, auditors, department heads, key suppliers, key service providers and other key business associates.
16. Develop, manage, guide, motivate, train and appraise the subordinates.
17. Perform other duties assigned by the Director from time to time.

Tax Consultant:


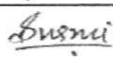
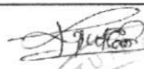
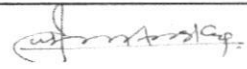
1. Ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, PF, ESI, Profession Tax, etc. including correct and timely collection / deduction and remittance of taxes, maintenance of proper books & records, timely filing of returns, timely completion of audits, smooth implementation of amendments / changes, guidance & training, etc.
2. Verify whether TDS from payments to contractors, professionals, service providers, etc. is deducted correctly and also TDS working for remittance is correctly done and organise its on-line payment.
3. Estimate correct TDS amounts that need to be deducted from employees with taxable salary and obtain Investment Declaration Forms, investment proof, etc. for the purpose.
4. Ensure timely filing of quarterly and annual TDS returns and also timely issue of TDS certificates to employees, contractors and professionals.
5. Verify various transactions and ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, etc.
6. Verify reports for various GST returns and GST audit and ensure that applicable GST returns are filed properly and accurately in time and that GST audit is completed in time.
7. Ensure that applicable FCRA returns are filed properly and accurately in time and that FCRA audit is completed in time.

Prepared By	Verified By	Approved By	Issued By
CA Shabu T P Chief Financial Officer	Ms. Susmi Alphonsa Kurian Quality Coordinator	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
			




 Amala <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>WAKHATHEPPOO TRIPUNITHUR</small>	FINANCE DEPARTMENT MANUAL	Doc. No.	AIMS / DM / FIN - 24
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8. Verify, ensure compliance and provide compliance reports related to Income Tax, GST, TDS, PF, ESI, etc.
9. Handle Inspections, respond to communications, co-ordinate with auditors / consultants / lawyers, organise documents for hearing, attend hearing, etc. on behalf of the Organisation in connection with various applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc.
10. Co-ordinate with Purchase Department, Suppliers, Government Departments, Clearing Agents, Transporting Companies, Banks, etc. and organise necessary documentation, establish LCs, organise overseas remittances, make payment of applicable duties / taxes for import / inter-state purchase of equipments / goods.
11. Update Chief Financial Officer regarding amendments, clarifications, etc. in various applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc. and implement necessary changes in consultation with Chief Financial Officer.
12. Review agreements, contracts and other important documents in order to protect the interest of the Organisation.
13. Verify MIS Reports from various divisions for the Finance Committee meetings and ensure its correctness.
14. Identify all potential risks to which the Organisation is exposed to and ensure that adequate measures are taken to mitigate the same.
15. Be always vigilant, take necessary proactive steps, scrutinize sensitive accounts and ensure that proper procedures with required internal controls are in place to avoid frauds and irregularities for all operational and finance activities.
16. Perform other duties assigned by the Director and superiors from time to time.


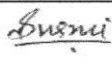
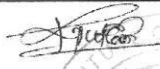

Prepared By	Verified By	Approved By	Issued By
CA Shabu T P Chief Financial Officer	Ms. Susmi Alphonsa Kurian Quality Coordinator	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
			




 Amala <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>1983 INCORPORATED 2005 ISO 9001</small>	FINANCE DEPARTMENT MANUAL	Doc. No.	AIMS / DM / FIN - 24
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Assistant Accounts Manager (General Hospital):


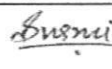
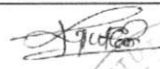
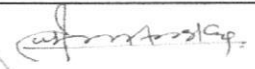
1. Manage Accounts staff and provide guidance on finance, accounts and statutory compliance related matters to them.
2. Ensure that full collection from cash counters are deposited into designated bank accounts by the next working day.
3. Ensure that concessions, scholarships, etc. are accounted in accordance with relevant approvals, policies and procedures.
4. Ensure that Accounts Receivable and Accounts Payable are stated correctly in the Accounts module.
5. Verify payments to suppliers, service providers, etc. and ensure that the same is processed correctly in line with relevant procedures and statutes such as Income Tax, GST, TDS, etc. and supported by adequate documents & approvals.
6. Make online payments based on approved documents.
7. Review salary, stipend, professional fee, honorarium, incentives, allowances and other manpower related payments and ensure that it is correctly done.
8. Ensure that accounting of additions, work in progress, transfers and disposals related to Fixed Assets are done correctly and in time.
9. Ensure that the disbursal, replenishment, accounting, tallying, verification, review, handover, etc. of petty cash is handled as per the relevant policies and procedures.
10. Prepare Daily Bank Position Report and ensure that optimum balances are maintained in all bank accounts.
11. Ensure that correct and up to date accounting, internal control policies and procedures, documentation and filing systems are followed.
12. Comply with all applicable laws including those related to Income Tax, GST, TDS, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, Gratuity, etc.

Prepared By	Verified By	Approved By	Issued By
CA Shabu T P Chief Financial Officer	Ms. Susmi Alphonsa Kurian Quality Coordinator	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
			

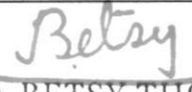


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13. Ensure that various finance and accounts transactions are processed correctly and as per relevant statutes and approve the same.
14. Monitor software issues and follow up with service provider for quick resolution of the same.
15. Ensure that month closing is carried out wherein all ledger accounts are scrutinised and reconciled, unusual and long pending balances are analysed and corrective steps are taken, external supporting documents are obtained and necessary reports are submitted to the superiors, within the deadlines.
16. Ensure that Accounts staff provides various reconciliations, reports, vouchers, documents, explanations, etc. to Internal Audit Staff, in time.
17. Prepare MIS report, analyse major variances and present the same at the Finance Committee meeting and also provide various ad hoc reports to superiors.
18. Finalise the accounts for annual audit in accordance with Accounting Standards and ensure preparation of all audit related schedules, within the deadlines.
19. Co-ordinate with auditors for audits and ensure that year closing and audits are completed, within the deadlines.
20. Identify all potential risks to which the Hospital is exposed to and ensure that adequate measures are taken to mitigate the same.
21. Be always vigilant, take necessary proactive steps, scrutinise sensitive accounts and ensure that proper procedures with required internal controls are in place to avoid frauds and irregularities for all operational and finance activities.
22. Provide various periodical and ad hoc reports to superiors and auditors.
23. Perform other duties assigned by the Director and superiors from time to time.

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