

BACKGROUND

The Organisation, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Hans Foundation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The Organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organisation has reached more than 35 million beneficiaries through its programs. The Organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organizations in India funded through The Organisation USA and RIST.

PROJECT OVERVIEW: MOBILE MEDICAL UNITS

India's healthcare faces rising costs and chronic disease prevalence, with rural areas being significantly underserved. To address these disparities, innovative solutions like Mobile Medical Units (MMUs) are crucial.

MMUs help reduce health disparities by providing urgent care, preventative screenings, and chronic disease management directly in communities. They leverage local assets to offer tailored, affordable healthcare, adapting to community needs.

The Organisation's MMUs reach underdeveloped and inaccessible areas, providing quality primary healthcare and increasing health awareness. Currently, they operate in Uttarakhand, Himachal Pradesh, Punjab, Uttar Pradesh, Madhya Pradesh, Jharkhand, Meghalaya, Nagaland, Assam, Rajasthan.

Each MMU team includes an MBBS Doctor, a SPO, a Pharmacist, a Lab Technician, and a Driver, supported by village-level Health Workers. This approach ensures comprehensive healthcare delivery at the grassroots level.

By implementing MMUs, The Organisation aims to provide equitable and accessible healthcare to underserved rural populations in India.

General

Location of Job: Singrauli/Bhopal- (Madhya Pradesh)

No. of Position: 01

Project Name: MMU MP

Type of Employment: Contractual for a period of 1 Year, renewable basis project requirements

Reporting To: Deputy Manager - F & A

Duties & Responsibilities:

- Making monthly budget projection and utilization
- Preparing utilization report, invoices in case of donor support
- Maintaining bills and vouchers, invoices
- Support in budget preparation, summary and presentation to the management
- Managing contingency funds with the schools. Collating and delivering bills.
- Maintaining statement of stock of medicines and equipment's and highlighting deficits
- Collating procurement lists, medicines and equipment and getting it delivered by certain stakeholders.
- Maintaining statement of stock of TMM, worksheets, stationaries and highlighting deficits
- Maintenance of books of account through Tally ERP.
- Review of invoices of vendors / consultants and their payments
- Timely deduction, deposition and filing return of TDS.
- Payroll processing.
- Audit compliance.
- Coordination with banks and bank reconciliation.
- Ensuring that all financial regulations are strictly adhered to.
- Petty cash management
- Performs other responsibilities and duties as assigned by Senior Management.
- Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts
- Creating reports and other documents for donors, government, partners and other relevant stakeholders.

Other Indicative Requirements:

Educational Qualifications

- Bachelor's/Master Degree in commerce.

Functional / Technical Skills and Relevant Experience & Other requirements.

- Minimum 1 to 3 years of relevant work experience in the development sector
- Candidates with experience in the institutional accounting field.
- Candidates having accounting experience in the development sector would be preferred.
- Should be well-versed in tally Software
- Good Knowledge of computers, especially in Excel and having knowledge of Hindi Typing.

The Organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.

Interested candidate please share your cv at:

contact@pmspl.net.in