

## **JOB DESCRIPTION**

### **General Manager – Finance and Accounts, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

#### **1. POSITION VACANT: General Manager- Finance and Accounts (GM-F&A), Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

#### **2. ORGANIZATION BACKGROUND:**

**Uttar Pradesh Medical Supplies Corporation (UPMSC)** has been recently incorporated by the **Government of Uttar Pradesh**, to act as the centralized nodal agency for the procurement of drugs, equipment and other medical consumables and distribution thereof, as well as for the rendering of essential medical services in the entire state.

**UPMSC's Vision** is to ensure the availability of quality drugs and medical equipment, at lowest cost at all public health facilities. Besides procuring medicines and equipment, **UPMSC** shall also enter into private-public partnerships for enabling required changes to the health sector.

#### **Basic Objective of UPMSC:**

- (1) Ensuring coverage of all essential drugs under Rate Contract;
- (2) Facilitating supplier selection, contract negotiation and allocation of supplies;
- (3) Establishing and implementing centralized and standardized procurement systems for the purchase of drugs, consumables and medical equipment across Uttar Pradesh;
- (4) Ensuring quality control and availability of all drugs, consumables and medical equipment procured through **UPMSC**, at district drug warehouses;
- (5) Ensuring timely payments to suppliers for all drugs, consumables and medical equipment procured by **UPMSC**;
- (6) Maintaining records relating to indents/ requisitions, purchase orders, supply and consumption of drugs, consumables and medical equipment and providing support for the preparation of annual forecasts and budgets;
- (7) Reconciling indents vs. budgetary allocations and computing budget variance analysis for the procurement of drugs, consumables and medical equipment;
- (8) Procuring medical equipment and/or other materials, based on purchase requisitions received from other Departments/ Organizations of the **Government of Uttar Pradesh**.

*For more information about the organization, please visit [www.upmsc.in](http://www.upmsc.in)*

#### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **Managing Director**, the **General Manager- Finance and Accounts (GM-F&A)** shall be responsible for ensuring timely vendor payments, overseeing invoicing and billing, overseeing budgets and working in co-ordination with various Govt. Authorities as well as key departments of the organization.

#### **Key Roles and Responsibilities:**

- (1) Supervising the process of vendor payments (which includes invoice receipt, verification, feeding, filing, following-up and tallying) at the central level for managing vendors;
- (2) Ensuring the establishment and implementation of internal control systems for the maintenance of accounts and records as required under different statutes and regulations, especially the Companies Act and other Secretarial procedures;
- (3) Implementing internal controls and checks for payment mechanism;

- (4) Verifying compliance with financial statutory norms, internal processes, procedures and controls of the Government of Uttar Pradesh and Government of India;
- (5) Reporting risk issues to the Audit Committee of the Board of Directors;
- (6) Monitoring the status of bills under review/ dispute pending beyond the stipulated timeline;
- (7) Ensuring compliance with all accounting and reporting requirements, prescribed by relevant regulatory bodies, at all levels of operation;
- (8) Implementing MIS reporting mechanism in co-ordination with the supply support and purchase teams.

#### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### **Qualifications:**

###### **Essential:**

Applicants must be Chartered Accountants having registration with ICAI

###### **Desirable:**

CAs possessing Information System Audit Certification shall be preferred. Applicants additionally qualified as CS, or CMA and/or possessing a degree in Business Administration, shall be at an advantage.

##### **Experience:**

###### **Essential:**

Applicants must have eight years of post-qualification experience in the field of Finance and Accounts with;

- (a) Minimum two years of finance and audit experience with the Big Four, or other Recognized International Firms;
- (b) Minimum two years of working experience in any major MNCs in finance accounting and reporting role.

###### **Desirable:**

- (a) In-depth knowledge of financial processes;
- (b) Understanding of enterprise risk management concepts and best practices;
- (c) Ability to develop and institute financial processes and controls;
- (d) People management skills;
- (e) Experience of transactional support and Internal Audit Risk assessment;
- (f) Governance practices;
- (g) Cost Governance Budgeting and MIS reporting.

**5. AGE:** Maximum age limit 45 years

**6. VACANCY DETAILS:** 1 Vacancy (UR)

#### **7. CONTRACT TYPE AND PERIOD:**

The selected candidate shall be offered a contract, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the **UPMSC**.

#### **8. COMPENSATION:**

Maximum remuneration budgeted for the position is Rs. 1,40,000/- per month.

**9. LOCATION:** Lucknow

**10. REFERENCE:** GM-FA

**11. CONTACT INFORMATION:**

Senior Consultant  
Strategic Alliance Management Services P Ltd.  
1/1B, Choudhary Hetram House, Bharat Nagar  
New Friends Colony, New Delhi 110 025  
011- 2684 2162; 4165 3612

**12. LAST DATE FOR APPLICATIONS:**

Eligible candidates interested in this position are requested to apply online from <http://samsjobs.info/site/UPMSC/defaultmsc.aspx> by or before September 25, 2018

Please Note: Only online application submitted by the candidates shall be considered valid. Applications received through other sources shall be deemed invalid.

***Note: Candidates who have already been interviewed in April 2018 for the position, shall not be considered.***