COLUMBIA ASIA 21ˢᵗ Century Healthcare	*POSITION GUIDELINES*

Name:		**Year**	2017
Job title:	Assistant Manager-Finance	**Department**	Finance

Qualification& Experience (minimum requirements preferred)

Education:	Professional experience:
CA/ICWA or CA/ICWA (Inter)	Preferably with 3 to 5 years

Our Mission

Columbia Asia is pledged to deliver **Effective** and **Affordable** medical services in a **Clean** and **Caring** environment.

Our Motto

Customers First

Our Values

Caring

Community Involvement

Excellence

Integrity

Team work

Job content (purpose of the job)

Key areas of responsibility:

Assists the Finance Manager in establishing standards and procedures.

Assists the Finance Manager by providing managerial skills needed in directing, planning, implementing, evaluating, and coordinating functions of day to day function of Finance department.

Main Job Tasks:

FINANCIAL RESPONSIBILITIES

- Is responsible for the operational budgets & cost controls.

- Is responsible for profit and loss, preparation of budget, expense budgets- forecasting/ cost busters, capital budgets, cash flows.

CUSTOMER RESPONSIBILITIES

- Ensure a quick response time to all patient complaints related to finance processes.

- Ensure speedy discharge of patients.

PROCESSS RESPONSIBILITIES

Is responsible for process and control systems :

- Diagnostic control systems

- Purchase and Quality Management systems

- Inventory Management systems

- Slow moving non- moving items

- Total inventory reduction

- Streamlining of stores and storage areas

- Cost control module for all procedures

- Work Order systems.

- Accounts Payable, Accounts Receivable.

- Discharge Process and TPA process.

- Billing Process

- Responsible for timely setting of KRA and review as per the PMS guidelines

MIS systems & Reporting

- Develops MIS Modules for Management Information systems, Payrolls systems.

- Ensures all MIS reports for up line reporting are streamlined.

- Ensures all legal provisions re-licensing and taxes are adhered to and fees and other statutory payments are done on time.

- Will perform any other duties that may be assigned from time to time

Ensures compliance with accreditation standards

- Implementing relevant NABH standards

People Responsibilities

Takes responsibility for all Finance staff who report to the position.

- Provides on job orientation to Finance staff and keeps them informed of the philosophies, policies, and procedures to be followed.

- Provides for in-service and/or continuing education for the Finance staff.

- Evaluates the work performance of the staff.

- Sanctions and recommends leave and vacation schedules for the staff.

- Counsels staff on personal and work problems.

- Plans staff work assignments and schedules.

- Ensure your team participation in REDS activities.

Key Performance Measures

Measurable

Gross operating profit of the unit

Unit operational productivity

Manpower Turnover

Quality Audit

Customer satisfaction index

Climate opinion survey

Employee Motivation Index

Man hour of training in the unit

Man days of training conducted & Man days of training attended.

Non Measurable

Positive attitude

Eye for details

External/Internal goodwill created for the organization

Positive environment in the unit

Supplementary Position Guidelines:
Position Reports to : Finance Manager
Personnel reporting to the Position   Direct reports: Finance Executive, Finance Supervisor & Finance Assistants
Main stakeholders   External: Patients, Vendors.   Internal : Staff & Consultants

Additional description	
General Competencies Refer the General Columbia Asia Competencies List for details.	
Employee :	**Date:**
Chief Executive Officer:	**Date:**

If found suitable, you may apply for the above post and mail your latest resume on shweta.b@columbiaasia.com neha.k@COLUMBIAASIA.COM

Please Note: This is not an exhaustive list of responsibilities but provides a general guideline of the duties assigned to the position. Position Guidelines are dynamic and will change depending on the organizational requirement.