

### Job Description : Officer-Finance & Accounts

<b>Position :</b> Officer- Finance & Accounts		<b>Position Code :</b> FA-02 <b>Level :</b> E1
<b>No. of Positions:</b> 1[One] Reserved for OBC		
<b>Scale of Pay :</b> Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 24% HRA		
<b>Job Description:</b> To perform the highly specialized Accounting work in line with general Accounting principles as per Companies Act..		
<b>Key Responsibilities:</b>  Responsibilities of the position include but are not limited to: <ul style="list-style-type: none"><li>▪ Make invoice based payments as per SoPs.</li><li>▪ Bank reconciliation</li><li>▪ Review general ledger on a monthly basis to ensure accuracy of posting</li><li>▪ Maintain accounting entry in Tally &amp; ERP.</li><li>▪ Coordinate monthly, quarterly, and annual closing activities</li><li>▪ Produce quarterly and annual financial statements and financial reports for board meetings</li><li>▪ Make and implement recommendations to improve accounting processes and procedures</li><li>▪ Understands personal and team role and responsibilities</li><li>▪ Develop, implement, modify, and document recordkeeping of activities, making use of current computer technology.</li><li>▪ Prepare income tax assessment, compliance to tax deducted at service, GST, provident fund and other statutory compliance.</li><li>▪ Filing of Tax Deducted at Source (TDS) return, Goods and Services Tax (GST) returns and other statutory returns, advising on tax related issue, Taxation, Foreign Contribution Regulation Act (FCRA), other Statutory compliance, custodian of cheque book and key passwords.</li><li>▪ Processing for Financial concurrence of proposal.</li><li>▪ Analysis of expenditure, review of the SOP and propose amendments, Preparation of Audit reply</li><li>▪ Public Financial Management System (PFMS)/ Expenditure, Advance and Transfer (EAT) implementation, record keeping, Preparation of reports for Audit and other committees</li><li>▪ Preparation / coordination for Enterprise resource planning-Finance Module, Back up of tally and other data of Finance &amp; Accounts Dept.</li><li>▪ Micro, Small &amp; Medium Enterprises (MSME) compliance, Trade Receivables Discounting System (TReDS), Tender committee finance representative, extra mural.</li></ul>	<b>Essential Qualifications:</b>  B.Com from a recognized University / Institute plus PG Diploma (Finance) from a recognized Institute.  <b>Desirable qualifications:</b>  Chartered Accountant from a recognized institute.  <b>Experience:</b> Minimum 2 years.  <b>Age Limit:</b> Maximum 30 years  The upper age is relaxable by 03 years for Other Backward Class (Non-Creamy Layer) candidates.	

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