

Position: Officer: Finance & Accounts

[Position Code: FA-03]

Level: E1

No. of Positions: 1[One]

Scale of Pay: Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 27% HRA.

Job Description: To perform Accounts and Finance related work of the Organization.

Key Responsibilities:

- i. Developing and maintenance of accounting principles & documentation of systems.
- ii. Prepare Budget and report variance.
- iii. Coordination with bankers and funds management.
- iv. Responsible for TDS, GST, PF compliance.
- v. Preparation of financial statements, half yearly/ annual closing of books.
- vi. Financial Analysis & Reporting, and forecasting.
- viii. Liaise with of Statutory Audit and Internal Audit to ensure smooth and timely audits. Fixed assets Register & reconciliation.
- ix. Engage with Financial consultant, computation of income, filing of ITR.
- x. Prepare and update key process and documentation.
- xi. Review and update process to ensure efficiency.
- xii. Prepare Budget and report variance.
- xiii. Analysis of information and Forecasting cash flow.
- xiv. Process AR /AP / Vendor payment/collection.
- xv. Prepare timely reconciliation.
- xvi. Preparation of Finance reports for projects, review of FDD reports.
- xvii. Review of grant registers, financial closure of completed projects Loan & Recovery Management.
- xviii. Preparation of process for Royalty monitoring.
- xix. Liaise with of Statutory Audit and Internal Audit to ensure smooth and timely audits.
- xx. Financial due diligence of application for sanction of grant.

Essential Qualifications:

B.Com from a recognized University / Institute plus PG Diploma (Finance) from a recognized institute

Desirable Qualifications:

CA from a recognized institute

Experience: Minimum 2 years

Age Limit: Maximum 30 years