

Position: Senior Officer- Finance, Procurement & Administration **Position Code: FPA-01**

No. of Position: 01[One]

Scale of Pay: The consolidated fee shall be fixed between Rs.75,000 to Rs.2,40,000/- per month depending on the experience and qualifications.

Job Description: To coordinate and implement all matters relating to Accounts, Finance and Procurement and Administration.

<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Oversee the daily accounting activities required to maintain the general ledger. • Maintain organized set of detailed records and files to document financial transactions. • Resolve all accounting and financial issues concerning PMU. • Review general ledger on a monthly basis to ensure accuracy of posting. • Coordinate monthly, quarterly and annual closing activities. • Produce quarterly and annual financial statements and financial reports. • Make and implement recommendations to improve accounting process and procedures. • Coordinate closely with Finance & Account branch BIRAC to ensure observance of accurate accounting processes and procedures. • Understand personal and team role and responsibilities. • Initiate all procurement matters and complete all formalities including payment of bills in close coordination with HR & Admin Branch. • Maintain records relating to procurement. • Maintain inventory of items procured for PMU. • Coordinate all administrative and logistic matters. 	<p>Essential Qualifications:</p> <p>M.Com / MBA (Finance) from a recognized and reputed institute.</p> <p>Desirable Qualifications:</p> <p>Experience: Minimum 4 years</p> <p>4 to 6 Years' experience in financial management, accounts / administration on finance / account and procurement in a private / public sector/ Govt. Organization.</p> <p>Age Limit: 35 Years</p>
--	---