

Position: Associate Consultant [Finance & Accounts] Position Code: CON-58 No. of Position: 01 (One) Duration: The engagement is contractual initially for a period of one year and extendable based on performance and need of Department. Fee: The consolidated fee for Associate Consultant shall be Rs. 75,000/- per month. Job Description: Work closely with the Finance & Accounts Department mainly to deal with the matters related to Procurement & Auditing and Data Management.	
Key Responsibilities: <ul style="list-style-type: none"> ▪ Fund management and data base of all fund recipient. ▪ PFMS and financial management. ▪ Preparation of utilization certificates and statement of Expenditure. ▪ Processing vendor payment and Grant release and bank reconciliation ▪ MSME, GEM and procurement related MIS. ▪ TDS deposit and filing TDS returns. ▪ Preparation of financial statements ▪ Internal Audit, preparation of audit replies. ▪ Statutory Audit, CAG audit coordination. ▪ Transaction audit, preparation of Audit replies. ▪ PE survey MIS and other need-based MIS ▪ Data management and custody of financial document and back up of financial data ▪ Preparation of repayment schedule, Demand notice and follow up ▪ Checking the UCSOE submitted by Grantees ▪ Engaging with FDD consultants for financial visit for projects. ▪ Analyzing FDD reports, processing project release. 	Eligibility: <u>Essential Qualification:</u> <ul style="list-style-type: none"> • CA/ICWA or • B. Com with MBA-Finance /PGDM-Finance from a recognized Institute Experience: Between 03-10 years, with minimum 2 years' experience in Finance/Audit or Grant Management in Govt./PSE/Autonomous bodies or private sector handling Govt. funded projects. <u>Maximum Age:</u> 45 Years as on closing date of vacancy.

* The total number of vacancies indicated in this advertisement may increase/ decrease/ cancelled, if need so arises at the discretion of BIRAC.