

Position: Associate Consultant [Pay & Accounts]		Position Code: CON-22
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 shall be Rs. 75,000/- per month.		
Job Description: Work closely with the Finance & Accounts Department mainly in Pay & Accounts related matters.		
Key Responsibilities: <ul style="list-style-type: none"> ▪ Book Keeping of all programs. ▪ Processing Bill payments following due expenditure approval process. ▪ Analysis of Expenditure ▪ PFMS, EAT module ▪ Banking, ZBSA, GeM pool account. ▪ Various Reconciliations ▪ MIS on Budget Vs Expenditure for all programs ▪ Cross division coordination, BE/RE compilation. ▪ Preparation of need-based statements. ▪ Safe keeping of all Cheque books, security documents. ▪ Half yearly and Annual closing. 	Eligibility: <p><u>Essential Qualification:</u></p> <ul style="list-style-type: none"> ▪ CA / ICWA or ▪ B. Com with MBA-Finance / PGDM -Finance from a recognized Institute <p>Experience:</p> <p>Between 03 to 10 years, with minimum 03 years of post-qualification experience in in Pay & Accounts related matters.</p> <p><u>Maximum Age:</u></p> <p>45 Years as on closing date of vacancy.</p>	