

Position: Chief Consultant [Finance & Accounts]

Position Code: CON-25

No. of Position: 01 (One)

Duration: The engagement is contractual initially for a period of one year and renewal shall be based on the performance & need of the Department.

Consolidated Fee: Those who are retired from Central/State Government/Autonomous Institute/Ministry/Department/PSU, the monthly consolidated Fee shall be fixed as Last Pay Drawn by the individual at the time of Superannuation minus pension per month. The Fee, in any case shall not exceed Rs. 1,50,000/- per month.

In case of, highly experienced retired professional from Academia or Industry and are not getting pension, the monthly consolidated Fee shall be fixed at Rs. 1, 50,000/-.

Job Description: Work closely with Finance & Accounts Department to coordinate the monitoring of the projects and fund flow of all programme / Program Management Units.

Reporting System: The Consultant shall report to GM (Head of Finance & Accounts Department).

Key Responsibilities:

- Strengthen Financial due diligence of projects, coordinate Presanction and post disbursement financial visits of projects.
- Engaging with FDD consultants and Checking adequacy of FDD reports.
- Processing financial concurrence, payment, Monitoring receipts & payment, preparation of UCSOE.
- Fund flow and cash flow management and strengthen internal control.
- To coordinate Audit & Preparing responses for audit query, resolving Audit issues.
- Coordinating on half yearly/ annual closure of books of accounts and preparation of financial statements.
- Coordinate for preparation of MIS and meetings, preparation of minutes, review and advise for decision making
- Any other work assigned as per requirement

Eligibility:

- CA/ICWA/M.Com
OR
- B.Com with MBA
(Finance)/PG Diploma (Finance)
from a recognized Institute.

Experience:

Minimum 25 years of post-qualification experience with 8 years of work experience in a senior position in Finance & accounts department of private / public sector /government organization handling finance, planning, budgeting, preparation of financial statements, Audit, etc.

Maximum Age:

64 Years as on closing date of vacancy.