

Position: Finance & Procurement Officer**Position Code:** FPO-01**No. of Position:** 01[One]**Scale of Pay:** The consolidated fee shall be fixed between Rs.60,000 to Rs.2,10,000/- Lump Sum per month depending on the experience and qualifications.**Job Description:** To coordinate and implement all matters relating to Accounts, Finance and Procurement.**Tenure:** The appointment shall be under 'Contract for Service' initially for a period of three (03) years or Co-terminus with the project, whichever is earlier. The present duration of the project is till June'2024. Renewal of the contract shall depend on the extension of the Project or need for continuance of service, based on satisfactory performance.**Key Responsibilities:**

- 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 and generate the monthly reports.
- Coordinate monthly, quarterly, half-yearly 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.

Eligibility:**Essential Qualifications:** M.Com / MBA (Finance) from a recognized and reputed institute.**Desirable qualifications:**

Chartered Accountant.

Experience: Minimum 2 years of experience in financial management, accounts / administration on finance / account and procurement in a private / public sector/ Govt. Organization.**Age Limit:** Not more than 30 years as on the date of closing of application.