

Position: Associate Consultant [Finance & Accounts]		Position Code: CON-28
No of Positions: 01 [One]		
Duration: The engagement is contractual initially for a period of one year and extendable based on performance and need of Department.		
Consolidated Fee: The consolidated fee for Associate Consultant shall be Rs.75,000/- Per month.		
Job Description: Work closely with Finance & Accounts Department to coordinate the monitoring of projects and fund flow of all programmes / Program Management Units.		
Key Responsibilities: <ul style="list-style-type: none"> ▪ 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 UC-SOE. ▪ Fund flow and cash flow management and strengthen internal control. ▪ To coordinate Audit & resolving Audit issues. ▪ Coordinating on half yearly/ annual closure of books of accounts and preparation of financial statements. ▪ Coordinate for ERP implementation, integration of financial reports, MIS, statutory compliances. 	Eligibility: <p>Essential Qualifications: B.Com from a recognized University / Institute and PG Diploma (Finance) from a recognized Institute.</p> <p>Desirable qualifications: Chartered Accountant.</p> <p>Experience:</p> <p>Associate consultant: Between 3 to 10 years with minimum 2 years of experience in Finance & accounts department of private / public sector /government organization handling finance, planning, budgeting, preparation of financial statements, Audit, etc.</p> <p>Maximum Age: 45 years as on closing date of vacancy.</p>	