

<p><b>Position:</b> Associate Consultant [Finance &amp; Accounts] <span style="float: right;"><b>Position Code: CON-41</b></span></p> <p><b>No of Positions: 01 [One]</b></p> <p><b>Duration:</b> The engagement is contractual initially for a period of one year and extendable based on performance and need of Department.</p> <p><b>Consolidated Fee:</b> The consolidated fee for Associate Consultant shall be Rs.75,000/- Per month.</p> <p><b>Job Description:</b> Work closely with Finance &amp; Accounts Department to coordinate the monitoring of projects and fund flow of all programmes / Program Management Units.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Strengthen Financial due diligence of projects, coordinate Presanction and post disbursement financial visits of projects.</li> <li>▪ Engaging with FDD consultants and Checking adequacy of FDD reports.</li> <li>▪ Processing financial concurrence, payment, Monitoring receipts &amp; payment, preparation of UC-SOE.</li> <li>▪ Fund flow and cash flow management and strengthen internal control.</li> <li>▪ To coordinate Audit &amp; resolving Audit issues.</li> <li>▪ Coordinating on half yearly/ annual closure of books of accounts and preparation of financial statements.</li> <li>▪ Coordinate for ERP implementation, integration of financial reports, MIS, statutory compliances.</li> </ul>	<p><b>Eligibility:</b></p> <p><b>Essential Qualifications:</b> B.Com from a recognized University / Institute and PG Diploma (Finance) from a recognized Institute.</p> <p><b>Desirable qualifications:</b> Chartered Accountant.</p> <p><b>Experience:</b></p> <p><b>Associate consultant:</b> Between 3 to 10 years with minimum 2 years of experience in Finance &amp; accounts department of private / public sector /government organization handling finance, planning, budgeting, preparation of financial statements, Audit, etc.</p> <p><b>Maximum Age:</b> 45 years as on closing date of vacancy.</p>