

**TERMS OF REFERENCE FOR THE POST OF
PROJECT MANAGER – ACCOUNTS**

The National Academy of RUDSETI, Bengaluru (NAR) has been recognized as National Resource Organization (NRO) for RSETIs. NAR has also been engaged by the Ministry of Rural Development, Govt. of India (MoRD) as nodal agency for implementation of RSETI programmes across the country. NAR receives grant-in-aid from the MoRD which has to be spent on undertaking various approved activities. To assist the implementation of the activities of Finance and accounts at the Assessment & Certification vertical at NAR, NAR invites applications for the post of “Project Manager – Accounts”.

1. SCOPE OF WORK: The “**Project Manager – Accounts**” will be performing various works of Finance and Accounts at NAR ensuring that the assigned financial activities are taken as per the approved protocols. Project Manager – Accounts shall be responsible for and perform the following tasks:

- I. Assisting in overall Strategic and operational Management of Finance, Budgeting, Accounting, Auditing and Fiduciary functions of NAR
- II. Maintaining and balancing subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies
- III. Processing of bills and payment to the suppliers after obtaining requisite permission from the competent authority/ies
- IV. Maintaining general ledger and its detailing
- V. Voucher Preparation, Ledger Keeping, Handling of Tally and PFMS
- VI. All banking transactions and reconciliation
- VII. Effective cash management and complete documentation
- VIII. Safe upkeep of security items like cheque books, Bank deposit receipts, etc.
- IX. Adherence to statutory compliances including those related to taxation
- X. Routine accounting, payroll administration
- XI. Facilitate project and statutory audits
- XII. Filling of statutory Returns, Income Tax, PF, Gratuity, EPF, TDS, Deposits, etc.
- XIII. Any other task assigned by the Deputy Controller/Controller in relation to this assignment

2. MINIMUM ELIGIBILITY CRITERIA

- I. B.Com/ C.A Inter/ICWA inter
- II. 5 years and 1 year post qualification professional experience in case of B. Com and C.A Inter/ICWA inter respectively

3. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Fluency in English and Tally

4. MAXIMUM AGE LIMIT:

Age of candidate should not be more than 45 years as on last day of application.

5. REMUNERATION:

Consolidated remuneration for this position will be Rs 40,000/- (Rupees Forty thousand only) per month with 10% annual increase.

6. TERM & LOCATION:

The term of contract shall initially be for three years subject to annual review. Thereafter, period of contract can be extended by one year each on annual review subject to the incumbent attaining 65 years of age. The position is based at Bengaluru.

7. REPORTING:

The incumbent shall report to Deputy National Controllers of RSETIs or to any other person assigned by the National Controller of RSETIs, A & QA NAR.

8. GENERAL CONDITIONS:

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- In case of large number of applications, the Academy may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The Academy reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.

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