

TERMS OF REFERENCE FOR THE POST OF ACCOUNTANT

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 NAR, NAR invites applications for the post of **“Accountant”**.

1. SCOPE OF WORK: The **“Accountant”** has to perform various works of Finance and Accounts at NAR ensuring that the assigned financial activities as per the approved protocols. Accountant 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 Director General/Director in relation to this assignment

2. MINIMUM ELIGIBILITY CRITERIA COMPULSORY

- I. B.Com
- II. C.A Inter or ICWA Final
- III. Tally Certified

3. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Fluency in English.

4. AGE LIMIT:

Age of candidate should not be more than 21 to 55 years as on the last day of application.

5. REMUNERATION:

Consolidated remuneration for this position will be Rs 60,000/- (Rupees Sixty thousand only) per month.

6. TERM & LOCATION:

The term of contract shall initially be for one year subject to annual review. Thereafter, continuation of contract based on annual review. The position is based at Bengaluru.

7. REPORTING:

The incumbent shall report to Director / Director General - 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. without assigning any reason.

[CLICK HERE TO APPLY](#)