

## Account Officer

### Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

Persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement. The position is based in Navi Mumbai.

### Posting:

The posting will be at State Mission Management Unit (MMU) level – Navi Mumbai

### Reporting:

The person recruited will be functionally reporting to the **Senior Account officer** of MSRLM or any other delegated authority.

### Duties and Responsibilities:

Following are the indicative duties and responsibilities of **Account officer**:

- Preparation of yearly financial budget.
- Monitoring accounts and audit functions,
- Maintaining of Books of Accounts, Statutory compliance such as sales tax, service tax.
- Coordination with External Audit,
- Timely preparation of monthly and quarterly reports Day to day accounting of transactions and preparation of reports.
- Assisting - finalization of accounts and day to day accounts related work and assignments.
- Internal control & audit and Cash management
- Tax related submissions and ensure no overdue/ outstanding and send statements to concerned
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

**Minimum Qualification, Experience and Age Criteria**

Completed ICWA (Cost & Works Accountant) or PG in Commerce or PG Degree/Diploma (Two Years)/ MBA in Finance and having 5 years total and relevant experience. Minimum 3 years of relevant experience in the field of accounts in Rural Development. Marathi is desirable and MS Office is essential.

Age Limit for candidates would not be more than 45 years as on 1<sup>st</sup>Sept.2016

**Desired Domain Knowledge and Experience:**

- Knowledge of accounting principles and functions
- Knowledge of various taxes like income tax, sales tax, professional tax etc
- Experience of assisting internal audit
- Experience of maintaining various books of accounts

**Desired Competency and Attributes:**

- Passion and integrity – Self-driven and passionate about accounting ethics
- Converting knowledge and experience into practice - Translates theoretical accounting knowledge into practical accounting practices
- Ability to interact with multiple stakeholders: Interacts with various stakeholders at various levels
- Analytical skills: Ability to analyse the financial data

**Salary & Benefits**

Monthly Remuneration will be - INR 35000/- CTO (Cost to Organization) taxable and in addition to other benefits - Group Accident Insurance.