

Terms of Reference for the post of Accounts Assistant

Overall Responsibilities

The Accounts Assistant, Finance and Accounts Division, Finance and Corporate Services Department, shall work under the supervision of the concerned Managers and shall carry out all functions specified in this ToR.

Specific Responsibilities He/she shall perform the following specific responsibilities:

- Accounting work which may include, receiving of cheques/cash, depositing them into the bank and passing the necessary entries.
- Payment related works like preparing cheques, verifying bills and passing necessary entries.
- Reconciliation works like ledger reconciliations, party reconciliations, bank reconciliations and any other reconciliation necessary.
- Safe custody of the financial documents and data and,
- Any other such work assigned by the Supervisor.

Educational and Experience Criteria He/she should have:

- Minimum of Class XII passed
- Due preference will be given to Diploma/certificate in financial management/accounting and working experiences

Additionally he/she should have:

- Good analytical and numerical skills;
- Good communication and presentation skills and,
- High Integrity/ethics and the ability to meet the deadlines.