

TERMS OF REFERENCE

- 1. Position: Associate Accounts Officer (F&A Division and DC & CS Division)**
- 2. Reports to: General Manager, F&A Division and General Manager, DC & CS**
- 3. No. of position: 2**

4. Job Responsibilities

- Assist in preparation of Final Accounts (Statement of Comprehensive Income, Statement of Financial position and Statement of Cash Flow) of the Organization.
- Preparation of bank reconciliation statements of the bank accounts maintained by the Organization.
- Preparation of bank payment and bank receipt vouchers.
- Monitor and coordinate with external vendors, other divisions, regions and profit centers in accounting expense payment and other income if any.
- Timely remittances of the remittances like TDS, Salary Tax, Health Contribution, loan deduction and others.
- Preparation and reconciliation of consolidated Accounts, to be submitted to the parent company.
- Preparation of necessary out payments pertaining to International payments.
- Preparation of tax computation sheets and filing the necessary taxes
- Ensure that necessary books of accounts like cash book, ledger etc. are maintained.
- Accounting the interest on loan and other operating income and expenses.
- Budgeting for accounts section and working closely with the Finance section for the daily operations of the division.
- Preparation and accounting the deposit works.
- Work closely with Finance section in closing the projects and booking accordingly in our financial statements.
- Any other work assigned by the Manager, Accounts and General Manager, Finance and Accounts Division.

5. Education:

B.Com/BBA (Major in Accounts/Finance)

| 6. Remuneration: Grade/Cadre | Pay Scale | Allowance |
|---|-------------------|---|
| A1 | 17,495-435-28,370 | Corporate Allowance 23% PBVA= 15% |

TERMS OF REFERENCE

- 1. Position: Office Secretary**
- 2. Report to: Regional Manager, WR**
- 3. No. of position: 1**

4. Major Responsibilities:

- Carry out the secretarial jobs assigned
- Maintain proper records of all correspondences
- Maintain proper accounts of misc. purchases
- Keep all promotion, transfer and leave records of all employees
- Maintain records of vehicles history books, log books and replenishment of POLs
- Keep inventory records of furniture, vehicles, office equipment, other Corporation equipment etc.
- Maintain the proper record of Store items received from Central Store and to ensure dispatch of stationery and equipment to various exchanges under the region.
- Ensure maintenance of Stock Register and Challan
- Ensure proper maintenance of Asset Register
- Any other jobs assigned in the interest of Corporation

5. Education

CL-XII with one year Diploma Course in Office Management.

6. Remuneration:

| Grade/Cadre | Pay Scale | Allowance |
|--------------------|-------------------|--------------------------------------|
| D1 | 9, 155-230-14,905 | Corporate Allowance 23% PBVA= 15% |