

# BIHAR VIKAS MISSION

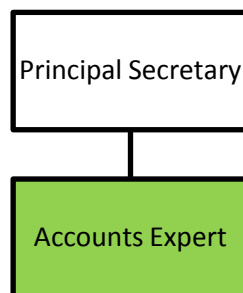
## Job Description



### 1. General Information:

Position Title:	Accounts Expert
Reports to:	Principal Secretary – Planning & Development Department
Department:	Bihar Vikas Mission
Job Code:	

### 2. Organization Chart



### 3. Key Accountabilities

#### Policies

- Facilitate development of Finance policies and practices for the concerned Department by providing advice and recommendations, as required
- Provide expert advice to Department in driving and monitoring policies and processes related to all Finance aspects

#### Financial Accounting

- Ensure that all financial accounting transactions are in compliance with State's policies, procedures, regulatory requirements, and international financial and accounting reporting standards
- Provide guidance and support in the implementation of financial accounting and general ledger activities in order to ensure accurate measurement and recording of financial transactions in the concerned Department, as required
- Oversee and assist in smooth functioning of the reconciliation and control activities which include reconciliation of various accounts, suspense and control of general ledger accounts in order to ensure timely reporting of reconciliation reports and adherence to external audit report requirements

#### Financial & Regulatory Reporting

- Provide guidance and support for Department's financial reporting to determine the financial standing and facilitate the decision-making process while ensuring that consolidation activities are conducted as per the established rules and regulations, as required
- Provide guidance and support in the preparation and generation of regulatory reports and ensure compliance with regulatory requirements in order to monitor and mitigate associated risks
- Advise on the development of periodical financial reports ensuring highest standards of quality, accuracy and compliance with national and international financial accounting standards and regulatory requirements

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### Budget Planning & Control

- Provide expert advice and facilitate concerned Department's budget planning and expense control processes in line with international standards as well as local guidelines so that planning and control operations are conducted in a standardized manner
- Oversee the formulation of expenses control policies and procedures and ensure that Department employees are aware of the same in order to manage their expenses accordingly
- Assist in monitoring of financial performance versus the budget in adherence with the State policies and procedures and recommend corrective actions
- Facilitate procurement process by providing inputs and advice on commercial aspects of tender / bid, as required

### Tax

- Coordinate with internal Finance team and oversee the tax activities to ensure the concerned Department abides by relevant tax legislations
- Assist in the completion of tax returns and the compliance to regulations to identify gaps and take corrective actions accordingly
- Provide expert advice and technical inputs on tax-related matters and issues to the concerned Department, as required

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential:

- Chartered Accountant (completed) from Institute of Chartered Accountants of India  
OR  
Cost & Management Accountant (previously known as Cost Accountant) (completed) from Institute of Cost Accountants of India (previously known as Institute of Cost & Works Accountants of India)  
OR  
PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance
- Minimum 10 years of post-qualification experience in Finance / Accounting domain.

### Preferred:

- Less than 70 years of age as on 1st January 2019.
- Experience of working in the Ministry of Finance or in the office of Comptroller and Auditor General, Government of India or equivalent office in any State Governments with experience of working at the rank of Director General and above for IAAS or Principal Chief Controller of Accounts or above for ICAS or their equivalents at the state level.
- Chartered Accountant (completed) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance.

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OR

Cost & Management Accountant (previously known as Cost Accountant) (completed) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance.

### 5. Knowledge and Other Skills

- Strong numerical and analytical skills
- In-depth knowledge of financial management, accounting and budget planning and monitoring fields including best practices and latest developments
- Regulatory and compliance knowledge such as relevant local and international laws and regulations like AML, RBI guidelines etc.
- Adept at Indian Accounting Standards, International Accounting Standards (IAS)/International Financial Reporting Standards (IFRS) including interpretations and technical bulletins and Internal Auditing Framework
- Fluency in written and spoken English and Hindi