

# BIHAR VIKAS MISSION

## Job Description



1. General Information	
Position Title:	Accounts Officer
Reports to:	General Manager – Finance & Accounts
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD     GMA[General Manager - Finance &amp; Accounts] --&gt; AO[Accounts Officer]     GMA --&gt; FM[Finance Manager]     GMA --&gt; IAM[Internal Audit Manager] </pre>	
3. Key Accountabilities	
<b>Accounts Payable</b> <ul style="list-style-type: none"> <li>Perform all payment activities like payment execution, expense claim processing, invoice scanning &amp; processing, period end processing etc. in order to ensure all payment transactions are recorded and adjusted into BVM accounts</li> <li>Ensure proper documentation and archiving of relevant payment documents and records</li> </ul>	
<b>Accounts Receivable</b> <ul style="list-style-type: none"> <li>Perform all accounts receivable related financial activities like collections, contract &amp; loan management, cash application, period end processing etc. ensure all receivable transactions are recorded and adjusted into BVM accounts</li> <li>Ensure proper documentation and archiving of relevant receivable documents and records</li> </ul>	
<b>Compliance</b> <ul style="list-style-type: none"> <li>Monitor BVM activities for adherence to regulatory and compliance requirements</li> <li>Ensure constant update of internal systems in line with evolving regulatory requirements</li> <li>Create awareness of relevant rules and regulatory and statutory requirements and of corresponding legal implications by facilitating design and rollout of relevant policies and programs</li> </ul>	
<b>Accounting Support</b> <ul style="list-style-type: none"> <li>Manage the day-to-day operations of accounting, payroll, contracts and grants administration and prepare financial reports</li> <li>Support superior and other Finance team members in financial accounting work to ensure that All financial accounting activities are accurately and timely executed</li> </ul>	
<b>Reporting &amp; Analysis</b> <ul style="list-style-type: none"> <li>Support superior and other Finance team members in financial accounting work to ensure that All financial accounting activities are accurately and timely executed</li> <li>Provide financial information to concerned BVM stakeholders, at request or at own initiative, by</li> </ul>	

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means of periodic and ad hoc reports

- Verify the financial figures in order to validate the quality and completeness of the financial information reported
- Identify and highlight to superior or other relevant BVM stakeholders any issues or variances in reports which need to be analysed deeper so that appropriate action can be taken

### Compliance

- Ensure application of accounting techniques and standard BVM procedures and practices to the processing and recording of financial transactions

### Audit

- Coordinate and provide internal and external auditors with relevant financial information to ensure timely submission and completion of auditing requirements

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Follow all relevant 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

- CA Inter / Bachelor of Commerce (B.Com.) (full time) from a Government of India recognized institute
- Minimum 2 years of post-qualification experience in an accounting role

### Preferred

- Less than 40 years<sup>#</sup> of age as on 1st January 2018
- Experience of working on Tally 9 or higher accounting platform
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in an accountant / accounts officer role

<sup>#</sup> Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

## 5. Knowledge and Other Skills

- Knowledge of accounting fundamentals, standards and protocols
- Proficient in using Tally 9 ERP software
- Understanding of financial statements and reports and reporting techniques and procedures
- Basic analytical skills

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving	✓		

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others