

# BIHAR VIKAS MISSION

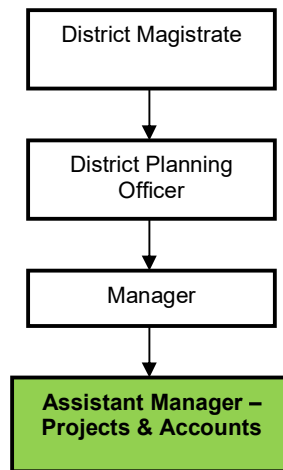
## Job Description



### 1. General Information

<b>Position Title:</b>	<b>Assistant Manager – Projects &amp; Accounts</b>
<b>Reports to:</b>	<b>District Magistrate</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>

### 2. Organization Chart



### 3. Key Accountabilities

#### Business Operations

- Support to ensure strict adherence of the policies and procedures involved in managing all the financial activities (including statutory liabilities) of DRCC centre and the related schemes without any deviation from the defined processes.
- Ensure to maintain all DRCC related accounts & ledger book updated.
- Maintaining the stock of official stationary and required essential materials / goods so as to smooth and uninterrupted day to day functioning of DRCC.
- Maintaining stock register, fixed asset register etc. of DRCC centre.
- Furnish financial report and provide the same to Manager DRCC or other Senior Officials, as required time to time.

#### Financial Control

- Timely reconciliation of Cash Book and Pass Book related to DRCC centre.
- Support proper management of cash transactions and maintain monthly updated Petty Cash Book.
- Match all direct debit (DBT) orders with payment.
- Ensure timely processing of all invoices, challans and other payment related documents of DRCC centre as per the approval from the competent authority for payment.
- Reconcile and validate the accounting standard.
- Ensure all statutory liabilities, compliance and also facilitate in all audits related activities.
- Ensure all necessary steps for timely disposal of salary.

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### MIS & Record Keeping

- Respond to queries from District Magistrate, DPO, BVM officials and other relevant stakeholders on any report or information required time to time.
- Ensure financial record keeping with all the updated information and documents.
- Maintain all documents, bills, vouchers, challans & other financial documents of payments for different schemes in systematic and chronological order for month wise filing.
- Maintain DRCC accounts with all the financial statements using accounting software / tally etc.
- Maintain issue and receiving register of stocks and assets.

### 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 by concerned District magistrate / District Officials / Manager.

## 4. Qualifications and Experience

### Essential

- Post graduate diploma (2 Years) or Master's degree in Management / Business Administration
- Minimum 3 years of post qualification experience in managerial level / Supervisory role in Finance and / or Accounts domain.
- Maximum age# 40 Years as on 1<sup>st</sup> August 2021

*#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*

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### Preferred

- Post graduate diploma (2 Years) or Master's degree in Management / Business Administration in Finance

OR

Chartered Accountant.

- Experience of working with State / Central Government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in managerial level / Supervisory role in Finance and / or Accounts domain
- Additional Computer skill will be preferred:
  - i) DCA / One year Diploma in Computer Application / B.Sc (IT) / BCA

or

- ii) PGDCA or B.E./ B.Tech / B.Sc. Engineering in Computer Science / Information Technology or MCA
- Post graduate diploma (2 Years) or Master's degree in Management / Business Administration from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time.

*\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered.*

### 5. Knowledge and Other Skills

- Leadership skill
- Good in managing team and develop performance oriented attitude.
- Awareness of HR best practices
- Adaptable to Change Management
- Good in Risk management
- Good networking and interpersonal skills