



Terms of Reference

Position Title: Accounts Officer (One position)

Organisation: India Development Foundation of Overseas Indians

Place of Job: New Delhi

Duration of Contract: Three Year subject to renewal every year based on requirement and performance.

Compensation: Rs. 40,000/- per month

Last date of receipt of application: 1st April 2016 till 1730 hrs.

Detailed Terms of Reference is at www.idfoi.org All eligible candidates can send their application along with latest resume to contact.idf@mea.gov.in

Note:

- 1) If adequate number of candidates are not available for the written test/ interview, essential qualifications may be relaxed by the Competent Authority.
- 2) The final selection will be on the basis of CV, a written test and an interview.
- 3) **Please fill up all details pertaining academic qualifications and work experience as an attachmet as per the format/ table given in this advertisement. Applications sent otherwise shall not be considered.**

Application deadline:

- 1) Applications for the Fellowship program will be received from 12 March 2016 till 1 April 2016 till 1730 hrs.
- 2) Applications must be sent by email to reach the “Chief Executive Officer, India Development Foundation of Overseas Indians”, Room No. 927, Akbar Bhavan, Chanakyapuri, New Delhi-110021. E-mail: contact.idf@mea.gov.in
- 3) Please write in the subject line or on the cover / e-mail “Accounts Officer for IDF-OI”.
- 4) Applications received after 5:30 pm on 1 April 2016 will not be accepted.

The decision of the IDF-OI on all applications shall be final.

About IDF-OI

The India Development Foundation of Overseas Indians (IDF-OI) is a not for profit Trust established to serve as a credible institutional avenue to enable overseas Indians to engage in philanthropy to supplement India's social development efforts. IDF-OI channelizes the philanthropic propensities and resources of the overseas Indian community into national development and social projects.

Job Responsibilities:

- a. Coordinate with the Chartered Accountant regularly on all financial and audit matters
- b. Maintenance of accounts as specified in statutes of IDF-OI
- c. Preparing expenditure vouchers and cheques as per the norms
- d. Preparing monthly bank reconciliation statements and monitor expenditure against the budgets allocated against line items, including all banking related activities
- e. Coordinate with the CA in audit of accounts on quarterly basis towards timely submission of the annual audited financial statements
- f. All issues concerning taxation – salaries, services, purchases and other financial matters
- g. Ensure compliances as mandated by MHA under FCRA
- h. Any other activity as assigned by CEO

Essential Qualifications:

- B.Com with 5 years experience or M.Com with 3 years experience
- Prior experience in handling Financial accounting and reporting

Desirable Qualification:

- Experience in working with other Govt Depts or in State Governments.
- Experience in handling C&AG audits
- Well versed with FCRA regulations and compliances

The appointment will be made purely on a contract basis.

Attachment: Annexure I