

ToR for Consultant - Accountant

Background of the project:

Ministry of New & Renewable Energy (MNRE) is promoting solar off-grid system under which solar lighting is the main focus area by providing solar study lamps to more than 18 lakhs school going children from class 1st to 8th. In Bihar state, this project will be implemented by State Rural Livelihoods Mission; BRLPS JEEViKA. In state, 63 blocks under 18 districts are identified on the criteria of high consumption of kerosene oils and high share of Schedule Castes and Schedule Tribes population. In total 18 lakhs lamps will be distributed in 2 phases i.e. 10 lakhs and 8 lakhs respectively.

The sales and service of the lamps and enterprise development involves the fund flow which will be on regular basis from field to Zonal Execution Agency accounts. The need of finance management will be crucial for planning, budgeting and updating of financial reports, since involves the large collection of fund from field to federation/organizations and payments at various stakes.

Name of Position: - Consultant - Accountant

Number of post: - 02 (UR)s

Location: - You will be posted as part of the Zonal Execution Agency (currently in Gaya and transfer to other district / blocks as per need). You may be required to tour and camp in village/ block/ district as per need.

Duration of Project: Initial project and contract period is for 1 year time. Renewal of contract would be subject to continuance / need of the project and subject to performance of the candidate. BRLPS reserve the right to terminate the position as required by the project or depending upon the performance of the candidate.

Educational Qualification: Candidates applying for the post must possess full time degree in M.COM with 1 year post-qualification relevant experience or B.COM with 2 years of post-qualification relevant experience. Knowledge of working on computer and operating Tally or any other double entry accounting software will be essential.

Roles and Responsibility:

- S/he should have worked in book-keeping and accounts related jobs with reputed institutions/ Government programme/ project or NGOs.
- S/he will be responsible for maintaining books of account at DPCU/BPIU level and regularly updating them.
- S/he will also be responsible for providing all secretarial assistance to block staff and maintain all official records.

- S/he will also be responsible for channelling upward and backward official communication.
- Prepare monthly Income and Expenditure statements and planning, budgeting and forecasting for projects and update financial reports
- Handle cash & imprest accounts for day to day cash inflow and outflow
- Process of cash, advances, salaries, honorariums/ salaries/ to staffs/ cadres etc.
- Handling internal and external auditing
- Maintenance of accounting books of records, stock registers and other documents required by the project.

Reporting:

Consultant - Accountant will be reporting and submitting the work progress to Zonal Manager under the supervision of District Project Manager of concerned District.

Engagement Period:

- Initial duration of the project will be 6 months which will be further extended for 6 months based on the project requirement and satisfactory performance.

Payments:-

You would be given remuneration for your service in Souls Programme under BRLPS as follows:

Monthly remuneration:

- Consolidated Pay - Rs 15,000 to 18,000
- Communication Allowance - Rs 1000/-

. Apart from the monthly honorarium he/she will be entitled for the below mentioned details:

- On official tour he/she will be entitled to Travelling Allowance which is intended to cover expenditure incurred in connection with journeys performed for the Society's work, as provided to category III staffs of BRLPS.
- Casual Leave (CL) earned @ 1 leave after completing of every month of Service. But CL lapses at the end of each calendar year and cannot be carried forward or used for encashment.
- All Leaves and tour will be approved by Reporting Officer.
- He/she shall not absent herself/himself from duty, without prior approval and intimation about absence shall be sent at the earliest. If an employee is absent without intimation to his superior officer for more than five days and s/he does not report for duties he/she shall be deemed to have vacated his post.
- For the purpose of intra district field visits he/she may use two wheelers for which cost of expenditure will be reimbursed @ Rs 3.50 per km travelled duly verified by the approved log book.