

Position:	Accountant (Travel Desk)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Employment
Tenure:	Initially one year (01 April – 31 March 2025) (The period can be extended till 31 <sup>st</sup> March 2027 based upon periodic performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	<u>Qualification:</u> B.Com. from UGC recognized university or institution.  <u>Experience:</u> Minimum 3-year experience in finance and accounts, out of which 1–2-year experience of working in reputed non-government organization or projects of international development organization viz. UNICEF, WHO, Global Fund, UNAID, USAID.
Desirable:	Proficient in tally, accounts management
Age Limit:	Maximum 45-year age
Remuneration:	Max. Rs. 55,000 per month (all inclusive) (The remuneration will be commensurate with the qualification and relevant experience.)
Travel:	Official travel on requirement basis only. While travelling, the employee will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	30 April, 2024

#### About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

#### Position Roles & Responsibilities

- 1) Budget Management: Assisting the organization in preparation of budget of the activity, monitoring, evaluation, reconciliation, and review on monthly basis.
- 2) Accounts Management: Proper maintenance of accounts in the prescribed manner as per guidelines of the grant award agencies and the organization. Maintenance of accounts in tally/ accounts software.
- 3) Statutory Compliances: Responsible to implement the statutory compliances of TDS calculations, deductions, and preparation of statements for TDS return and its time bound submission to the Manager (F&A) for TDS return filing.
- 4) Verification of Expenses: Responsible to check authenticity of expenses before payment.
- 5) Validation of Bills: Responsible for verification, and validation of bills/vouchers.
- 6) Disbursements: Responsible for time bound payments of SNV travel advance payments & settlement of travel claims of officials, experts, committee members, consultants as per

budgetary provisions and rules of the organization. Settlement of claims of vendors and service providers as per budgetary provisions, contracts, POs and as per rules of the organization.

- 7) Financial Statements: Responsible for preparation of financial statements of all expenditures by the organization on SNV.
- 8) Bookkeeping: Maintenance of accounts and finance registers. Reconciliation of bank statement & other account balances. Maintain inward-outward and asset registers.
- 9) Audits: Coordinate with the audit team during internal audit, statutory audit, and audits by third party appointed by the grant(s) award agencies.
- 10) Reporting: Preparation of reports in prescribed format of grant award agencies and its submission within time frame. Preparation of statement of expenditure & issuance of MIS of the projects and organization on 5<sup>th</sup> day of every month.
- 11) Guidance: Responsible to guide staff, experts, consultants in preparing travel claims, resolving their issues or concerns. Issue the disbursement statement(s) to staff, experts, consultants with clear description of deductions in their claims as per organization policy.
- 12) Reporting to Manager (F&A) for all finance and accounts related guidance and day to day assignments.
- 13) Willing to work additional hours as & when required by the organization.
- 14) Undertake any other assignments, which may be given from time to time by the organization.

#### Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/ varied as per the discretion of the employer.

#### Interview Criteria

- 1) Initially shortlisted candidates will be interviewed in virtual mode.
- 2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
- 3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
- 4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

#### Link to apply for the position

[Application link](#)