

Manager – Accounts and Procurement

Name of the Post	Manager – Accounts and Procurement
Level of Posting	Head Office
No. of position	1
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 35,000 per month
Reporting	Manager will report to DGM – Accounts and Procurement
Qualification	Post Graduate in any discipline and preference will be given to MBA / PGDBM in Finance / Commerce / M. Com from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Age	Should not be above 55 years of age
Experience	<p>Minimum 7 years of service in Scheduled Bank. Experience in SHG financing and rural banking etc. The job involves reconciliation of Bank accounts, Compilation & checking of income and expenditures, Maintenance of Accounts, Balance Sheet verification, liaison with banks, day to day accounting of the institutions, monitoring accounting transactions and knowledge in CBS environment.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none">— Proficiency in finance and accounting methodologies.— The organization functions on technological platform; hence the candidate should have good knowledge in Computer Applications. Exposure to IT, knowledge in MS office is must.— Must have good interpersonal and communication skills.

Roles and Responsibilities

- Maintenance of proper Books of Accounts and approvals of Office Expenditure
- Managing the recovery of loans , loan accounting system and DCB
- Monitoring of reconciliations done for each Head of account vis-a-vis Bank Reconciliation
- Filling of IT Returns/GST Returns.
- In charge of security documents/items (Cheque Books, DDs/POs/Cards etc.,) Fixed assets management.
- Generate MIS reports and Review status related to accounts.



- Attending Internal Auditing & Statutory Auditing and Audit works Compliance Reports.
- Scrutinizing Vouchers/Office Accounts/other Accounts etc.
- Balance Sheet Verification and finalization of accounts and publication of Balance Sheet after getting audited.
- Supervising the functioning of staff in accounts department.
- Responsible for the aspects related to procurements as a whole under the guidance of Chief Executive Officer.
- Assignments pertaining to the procurements and inventory management.
- Prepare procurement plan, inventory management, and keep track on articles procured and issued at all levels in the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.
- Liaisoning for procurement with Govt. of Rajasthan, Govt. of India, World Bank.
- Any other work entrusted from time to time by the management.

Terms and conditions

- The tenure of the Manager initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The Manager will be paid the consolidated remuneration of Rs. 35,000/- per month.
- The appointee may be allowed for TA DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

