

TERMS OF REFERENCE

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| Position: | Accounts Officer (on Contract basis) |
| Organisation: | India Centre for Migration |
| Duration of contract: | 24 months |
| Compensation | Rs.60,000/- per month (Consolidated) |
| Duty station: | New Delhi, India |

The India Centre for Migration (ICM) is a registered not-for-profit society of the Ministry of External Affairs, Government of India for the promotion of overseas employment, better protection and welfare of overseas Indian workers and for the study of emerging overseas employment opportunities.

Under the direct supervision of Chief Executive Officer (CEO) of the ICM, the functions and responsibilities of the **Accounts Officer** are as detailed here under:-

1. Making/preparing expenditure vouchers and cheques
2. All banking related activities including preparing monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on monthly basis
3. Coordinating with the Chartered Accountant regularly on all financial and audit matters
4. Maintenance of books of Accounts (Computerized & Manually)-Tally Software
5. Having the Audit of the accounts done from Chartered Accountant on quarterly basis
6. All matters concerning Taxation including TDS calculations, deductions and deposit thereof
7. Timely filing of TDS Returns etc.
8. Ensure FCRA Compliances
9. Ensure compliance with General Financial Rules (GFRs) followed by Central Government offices while processing/dealing with purchase orders and/or Contracts etc.
10. Any other activity including administration matters and work related to on-going programmes as assigned by the Chief Executive Officer and /or Chairman

Qualifications, Education and Experience:

- Degree of a recognised University or equivalent preferably in B.Com. or above.
- 5 years of experience in Finance, Accounts and Budgetary matters.
- Age limit is 62 years as on the last date of submission of Applications.

Competencies:

- Excellent communication and interpersonal skills

- Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines
- Ability to work effectively and harmoniously with other colleagues

Languages:

Fluency in written and verbal English is mandatory.

Compensation:

Rs.60,000/- per month all inclusive. In case of Retired Govt. Officers, compensation would be as per the norms laid down by the Department of Personnel and Training (DOPT).

The appointment will be made purely on a contract for a period of two years, initially on Probation of one year, and the appointee will have to follow the terms and conditions of the post as defined by the India Centre for Migration in the Contract and will have no claim on the terms and conditions of the services as defined by the Government of India.

The last date for submissions of Applications is **12 July 2017 (1730 hrs)**. Applications may be sent to **icm@mea.gov.in** only clearly mentioning the post in the subject field.