



India Development Foundation
of Overseas Indians

Terms of Reference

Position Title: Accounts Manager (One position)

Organisation: India Development Foundation of Overseas Indians

Place of Job: New Delhi

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

Compensation: Rs. 60,000/- per month

Last date of receipt of application: 18 Jan 2017 till 1730 hrs.

The final selection will be on the basis of due weightage given to CV, written test and an interview. From the applications received, a maximum of 15-20 candidates will be selected for the written test. On basis of results of the written test, a maximum of 10 candidates will be selected for interview.

Detailed Terms of Reference is available at www.idfoi.nic.in. All eligible candidates can send their application along with latest resume to contact.idf@mea.gov.in. The subject line of the mail must mention the position which they are applying for. All applications have to be submitted with details filled in the format as at Annex I.

Candidates must submit details in the format as attached at Annex I together with the latest resume. Incomplete applications will not be considered.

India Development Foundation of Overseas Indians (IDF-OI) is a not-for-profit Trust registered under Government of India (GOI) established to serve as a credible institutional avenue to enable Overseas Indians to engage in philanthropy to supplement India's social and development efforts. IDF-OI channelises the philanthropic propensities and resources of the Overseas Indian community into national development and social projects. The Trust is chaired by Smt. Sushma Swaraj, Minister of External Affairs. The Trust is exempt from the provisions of Foreign Contribution Regulation Act (FCRA), 2010.

Job Title: Accounts Manager**Duty Station: Delhi****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 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. Maintain Contribution register, Issue Contribution receipts, Regular follow ups with IDF-OI's Bank a/c receiving contributions for IDF-OI, Follow up with State Govts for release of funds, Ensure Fund Utilisation Statement from State Govts for projects implemented
- h. Ensure GFR guidelines as applicable to IDF-OI
- i. Ensure compliances as mandated by MHA under FCRA
- j. Any other activity as assigned by CEO or COO, IDF-OI

Essential Qualifications:

- M.Com with a minimum of 10 years of work experience
- Prior experience in handling Financial accounting and reporting
- Previous Experience of atleast 2 years in working with Govt Depts/ State Govts/ Govt Autonomous Bodies.
- Well versed with FCRA regulations and compliances

Desirable Qualification:

- Experience in handling C&AG audits

Note for Submission:

- 1) Applications must be submitted in a word or pdf Format.
- 2) Please title your file as: Firstname_Lastname_TypeofFile (eg. Abc_123_CV.pdf)**
- 3) If adequate number of candidates are not available for the written test, essential qualifications may be relaxed by the Competent Authority.
- 4) If adequate number of candidates are not available for the interview, the criteria for selection to the Interview may be relaxed by the Competent Authority.

Annexure I

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|----|---|-------------|-----------------------|-------------------------------|
| 01 | Complete Name | | | |
| 02 | Date of Birth (DD/MM/ YYYY) | | | |
| 03 | Education | | | |
| | Name of University/Institution | Course | From – To (M/Y – M/Y) | Marks Obtained |
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| 04 | Total No. of Years of Experience | | | |
| 05 | Working Experience (from latest position) | | | |
| 06 | Organisation in which employed & location | Designation | From – To (M/Y – M/Y) | Main Responsibilities handled |
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