

TERMS OF REFERENCE FOR MANAGER ACCOUNTS/ACCOUNTS SPECIALIST MANAGER

JobTitle:	Manager Accounts/Accounts Specialist
Location:	Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project's requirements
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsibleto:	Finance Controller, PMU ,UkPFMSUttarakhand
Responsiblefor:	Accounts maintenance of the PMU enhancestheComputerized Accounting System of theproject

Background The Government of Uttarakhand (GoUk) though has been implementing reforms to strengthen Public Financial Management (PFM) systems, processes and procedures in the state for better governance, efficiency in service delivery, and making government more accountable and transparent. GoUk has sought technical and financial assistance from World Bank to support the expansion and deepening of the ongoing PFM reform plan so as to synchronize it with standard Global Public Financial Management Practice. For this purpose, GoUk has approached the World Bank. The World Bank have consented to finance the project titled "Uttarakhand Public Financial Management Strengthening Project. The Project Development Objective of the PFM project are improved accountability, and transparency in the management of public finances and enhanced effectiveness of revenue administration

Job activities

- ☐ Establish and maintainaccounts
- ☐ Prepareand review budget, expenses and invoices and otheraccounting documents
- ☐ Assist in accounts, income tax matters, sanction letters, release of grants, utilization certificates and SOE and correspondence in thisregard
- ☐ Interact with internal and external auditors in completingaudits
- ☐ Other duties asassigned
- ☐ Ensure compliance with the World Banksafeguards/guidelines.

Personnel specifications

- ☐ Qualification *as mentioned in the advertisement against thepost*
- ☐ Knowledge of Tally system preferably certificate course in Tally accounting
- ☐ At least (*number of years as mentioned in the advertisement against thepost*) years practical accounting experience;
- ☐ Knowledge of computerized accounting softwaresystems;
- ☐ Experienced in processing accounts payable/receivable, sub-ledger and general ledger entries andreconciliations;
- ☐ Should possess good working knowledge of computers, and have expert knowledge of working inTally.
- ☐ Proficiency /experience/familiarity with the World Banksafeguards/guidelines.