

TERMS OF REFERENCE FOR Manager Accounts/Expert Accounts/Accounts Manager

Job Title:	Manager Accounts/Expert Accounts/Accounts Manager
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
Responsible to:	Finance Controller, PMU/ PIUs UEAP (ADB) Uttarakhand
Responsible for:	Accounts maintenance of the PMU / PIU enhances the Computerised Accounting System of the project

Background In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Job activities

- Establish and maintain accounts
- Prepare and review budget, expenses and invoices and other accounting documents
- Assist in accounts, income tax matters, sanction letters, release of grants, utilization certificates and SOE and correspondence in this regard
- Interact with internal and external auditors in completing audits
- Other duties as assigned
- Ensure compliance with the ADB safeguards/guidelines.

Personnel specifications

- Qualification ***as mentioned in the advertisement against the post***
- Knowledge of Tally system preferably certificate course in Tally accounting
- At least ***(number of years as mentioned in the advertisement against the post)*** years practical accounting experience;
- Knowledge of computerised accounting software systems;
- Experienced in processing accounts payable/receivable, sub-ledger and general ledger entries and reconciliations;
- Should possess good working knowledge of computers, and have expert knowledge of working in Tally.
- Proficiency /experience/familiarity with the ADB safeguards/guidelines