

TERMS OF REFERENCE FOR Accounts Assistants

Job Title:	Accounts Assistants
Location:	Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project requirements
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Finance Controller / Consultant Accounts, PMU/ PIUs UEAP (ADB) Uttarakhand
Responsible for:	Manage/maintain accounts, expenses and vouchers 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 Gol for this. The project will support the recovery of communities from the flood event in the several affected districts of Uttarakhand.

Personal specifications

- Qualification ***as mentioned in the advertisement against the post.***
- Knowledge of computerised accounting software systems;
- Experienced in processing accounts payable/receivable, sub-ledger and general ledger entries and reconciliations;
- Experience and preferably course in Tally accounting
- ***(number of years as mentioned in the advertisement against the post)*** years practical accounting experience;
- Should possess good working knowledge of computers
- The candidate should be proficient in English and Hindi
- Proficiency /experience/familiarity with the ADB safeguards/guidelines

Overall job responsibilities

- 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
- Collect from all the project implementing agencies and provide disbursement related data on monthly/quarterly and consolidate to submit interim financial report to the ADB for disbursement under the project.
- Closely monitor the disbursement from the ADB.

- Ensure compliance with the ADB safeguards/guidelines.
- Other duties as assigned by PMU / PIU.