

GFATM, SAKSHAM PROJECT

Department of Social Work
Visva-Bharati, Sriniketan- 731236

POST : ACCOUNTS CUM ADMINISTRATION ASSISTANT (ON CONTRACT BASIS)

Essential Qualification: B.Com/M.Com with Degree/Diploma in Computer Application. Age 30 years. Proficiency in working with MS Office Software, Tally, Computerized Financial Accountancy etc. Knowledge in HTML & Internet, Web Hosting, FAX

Desirable Qualification: Minimum two years experience in relevant post/s.

Remuneration : Rs 10,000/- per month (consolidated)

Date of Interview : The interview for the post will be held on **20th February 2010 at 2.30 pm**. No call letters will be sent.

Application Form : The eligible candidates are advised to apply in plain paper with One Passport Photo, and other relevant documents related to the post, i.e Bio-Data, Testimonials etc. by 15th Feb. 2010 addressed to the Head, Department of Social Work., PSV, P.O. – Sriniketan, Dist. – Birbhum 731236 . Applications may also be submitted through E-mail at: socialwork@visva-bharati.ac.in

Terms & Condition : The selected candidate will have to attend in the workshop at TISS on March 4th to 6th for orientation cum practical training. If at the time of training it is found that the selected candidate is not suitable for the job, then we may have to reconsider the appointment & may the respective SSR will be asked for fresh appointment. Before selection of the candidate there should be a telephonic interview of the candidate with the Finance & Admin Manager at TISS. We shall appoint the selected person from 1st March 2010.

JOB DESCRIPTION:

1. Checking of Bills or Supporting Vouchers in support of expenses incurred for the project
2. Preparation of Voucher by classifying the expenses as per correct Budget Line Item & cost category & Service delivery area.
3. Processing the payments either by preparation of account payee cheque or by transfer to employee's bank account for the travel & other reimbursements.
4. To make the data entry regularly in the online package (FMS Package)
5. To prepare Bank Reconciliation Statement on monthly basis (FMS Package)
6. To procure all the project requirements as per the GFATM Procurement Policy.
7. To process the vendors' payment after all accuracy checks & verification
8. To deduct correctly tax at source for any vendor payment
9. To prepare challan & deposit the tax deducted at source within the due date.
10. To prepare an TDS statement on a Monthly Basis
11. To prepare quarterly TDS return & file it within the due time (in coordination with University's accounting system)
12. To check & finalize the Invoice & ensure all the necessary documents are attached thereto.
13. To process all salary payments properly
14. To maintain the attendance sheet properly
15. To take the charge of stores for issue & timely receipts (as per the GFATM policy)
16. To conduct six monthly physical verification of all assets.
17. To handle petty cash as per the GFATM Policy.
18. To submit the quarterly report on time to SRs.
19. To assist all the training programmes that is/will be conducted by the project.
20. To assist the Project Staff in any other tasks as are given by Finance Officer at SR level Finance Controller at TISS from time to time.