

Name of the post : **Accounts Officer.**
Place of work : **DPMU, NERLP, Lunglei.**

Eligibility and Qualification:

- **Post Graduate in Commerce** with specialization in Accountancy / Finance and at least **3 years' experience** of working in the rank of Accounts Officer/Junior Accounts Officer/Section Officer in a Government project.
- For those serving in Central Govt / State Govt / PSUs / Autonomous Bodies requisite experience will be judged
- Preference will be given to those having experience in accounting package (Tally) in an externally aided project.

Other essentials:

- Candidates should be proficient in English
- Must possess basic computer skills (MS Office and e-mail usage)
- Willingness to accept minimum tenure of three years
- Should know local dialect of the respective State.

Job Responsibilities:

- Assist District Project Manager in discharge of his financial responsibilities.
- Prepare budget for implementation of project.
- Identify and asses fund requirement under several component and sub-components.
- To ensure timely release of fund to implementing/executing agencies as per Annual Work Plan.
- Ensure timely submission of Accounts and Utilization Certificates by implementing/executive agencies.
- Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules.
- Monitoring & maintenance of stores and fixed assets register.
- Inspect the accounts of implementation/executing agencies periodically and ensure that the books of accounts are maintained properly.
- Ensure timely submission of audit replies
- Ensuring that all financial regulations are strictly adhered to.

Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under
Accounts Officer : ₹.22,000/- per month (Consolidated)
- For employees of Central Government/ Central PSUs etc. (on deputation) the pay, allowances, HRA etc. will be paid as per the relevant Government rules. For State Government employees/ PSUs (on deputation), the corresponding Central Government pay scales and allowances will be admissible.

Note : Job responsibilities given are only illustrative.
