**Terms of Reference for the post of Accountant**

**Overall Responsibilities**

The Accountant, Finance and Corporate Services Division, shall work under the supervision of the concerned Managers and shall carry out all functions specified in this ToR.

**Specific Responsibilities He/she shall perform the following specific responsibilities:**

* Accounting work which may include, receiving of cheques/cash, depositing them into the bank and passing the necessary entries.
* Payment related works like preparing cheques, verifying bills and passing necessary entries.
* Reconciliation works like ledger reconciliations, party reconciliations, bank reconciliations and any other reconciliation necessary.
* Safe custody of the financial documents and data and,
* Any other such work assigned by the Supervisor.

 **Educational and Experience Criteria He/she should have:**

* Minimum of Class XII passed
* Due preference will be given to Diploma/certificate in financial management/accounting and working experiences

**Additionally he/she should have:**

* Good analytical and numerical skills;
* Good communication and presentation skills and,
* High Integrity/ethics and the ability to meet the deadlines.