

## **Consultant - Accounts**

### **Organisation: National Health System Resource Centre (NHSRC)**

NHSRC is a Registered Society under Ministry of Health & Family Welfare, Govt. of India, to provide technical support to National Rural Health Mission (NRHM).

### **Location: New Delhi**

#### **Roles and Responsibilities:**

- Instrumental in handling the entire system of receipts and payments, budgets/ advances/interacting with banks.
- Calculation, deduction of TDS and preparation of statement for TDS returns.
- Sound knowledge Provident Fund accounting
- Handling petty cash.
- Verification and validation of bills/voucher
- Ensure authenticity of expenses before payments.
- Vouchers posting in Tally package (ERP.9 and above version)
- Preparation of financial reports/presentation as per requirement on time to time
- Reconciliation of bank statement & other account balances.
- Vouchers preparation and filling works.
- Maintain inward-outward & asset register etc. as required
- Implementation of the effective financial control
- Undertake any other assignments, which may be assigned from time to time by the Accounts officer, PAO & Executive Director, NHSRC.

#### **Qualifications and Experience**

- Post graduate in commerce with good academic record and minimum 3 years of post qualification work experience in accounting and finance.
- OR**
- Graduate in commerce with good academic record and minimum 5 years of post qualification work experience in accounting and finance.

Preference will be given to person having work experience with NGO/Govt Institutions.

#### **Skills & Competencies**

- Understanding the objective of the organisation
- Strong computer skills including knowledge of Microsoft applications (MS Office, Word, Excel and Power point etc), E-mail
- Accounting, analytical & negotiation skills
- Excellent interpersonal and communication skills and team orientation
- Innovative, creative, and action oriented
- Excellent oral and written communication skills.
- Ability to manage multiple tasks and priorities with attention to details
- Ability to work under pressure
- Willing to work additional hours as and when required.
- Results oriented, and able to plan, implement and complete tasks independently and on time.

**Age:** 40 years and below (maximum age will be counted from the last date for receiving the applications).

Applications must reach by 4 pm on **4<sup>th</sup> December 2013** by email to [consultant.accts.2013@gmail.com](mailto:consultant.accts.2013@gmail.com) or by post/by hand to HR Manager, NHSRC, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the subject-line (in e-mail) and on the envelope (in post/by hand), without which applications will not be accepted.**