

ACCOUNTANT

Organization:

TCI Foundation an autonomous organization works in the development and implementation of national development programs/projects in coordination with the Government, Public Sector Undertakings, National and International development agencies to serve the nation with motto of equality and better life for all citizens in the country.

Global Fund Support for Intensified Malaria Elimination Project (IMEP-2)

TCI Foundation is one of the Principal Recipients of Global Fund Grant for the period 2021 to 2024 and has been assigned the responsibility to work in unison with National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & Family Welfare (MoHFW) Government of India for Intensified Malaria Elimination Project (IMEP-2).

Job Description:

TCI Foundation invites applications for the position of **Accountant** purely on contractual basis. The selected candidate on this position would be required to maintain good liaison with authorities and officials of NCVBDC, State VBDC, District VBDC, internal and external agencies for the progression and completion of activities within the given timeframe.

- (i) **Purpose:**
Maintain proper accounts/budget of GFATM supported project IMEP-2 and update/ monitor the same and to ensure timely receipt of SOEs/ utilization certificates/audit reports from the concerned States/ UTs/ Districts for strengthening the financial management system under IMEP-2.
- (ii) **Responsibilities**
- To maintain accounts including in financial softwares/ PFMS/ Tally and render assistance to Finance and Procurement Consultants/ other staff w.r.t. accounts/ budget.
 - To maintain the financial records and reports pertaining to the project/ programme and maintain separate accounts for EAC and DBS components of NVBDCP.
 - To liaison with and assist the State/ District VBD programme offices strengthening the financial management system under IMEP-2.
 - To assist the National/ State Finance Consultants in preparing budget, compiling SOEs,/ UCs/ audit reports etc; and PUDR.
 - To undertake/ streamline the handling of receipts and payments/ budgets/ advances/ bank processes; calculation, deduction of TDS and preparation of statement for TDS returns; verification and validation of bills/ vouchers; reconciliation of bank statement & other account balances; maintain inward-outward & asset register etc. as required.
 - To support in implementation of an effective and efficient financial control management system under the project/ programme.
 - Any other duties as assigned by the Nodal Officer, GFATM.
- (iii) **Qualification and Experience**
Post-graduate in commerce preferably MBA (Finance) with minimum 2 years experience in accounting analysis (preferably in health sector), budgeting, financial software including Tally, PFMS and reporting systems.

OR

Graduate in commerce with good academic record; and minimum 5 years of post-qualification work experience in accounting and finance.

- (iv) **Skills required:**
- Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing.

- Knowledge and proficiency in finance related softwares and packages such as Tally, PFMS, GeM, and integrated accounting softwares.
 - Good communication (oral and written) and presentation skills, analytical and interpersonal abilities.
 - Ability to work in a multi-disciplinary team environment.
- (v) **Nature of appointment:** The appointment will be on contract basis initially for a period of one year and thereafter extendable for specified period based on performance appraisal to be assessed for work output, personal attributes, functional competency etc.
- (vi) **Reporting:** Reporting will be to Nodal Officer GFATM under the overall supervision of Director NCVBDC.
- (vii) **Age Limit:** Upper age limit is 45 years may be relaxed in exceptionally qualified/ experienced candidates; and ready to travel extensively.
- (viii) **Remuneration and Annual Increment:** Up to Rs. 28750/- per month (consolidated). Remuneration would depend on qualification, experience & performance during written test/ interview. Annual increment would be based on performance appraisal and as per Global Fund policy.
- (ix) **Posting Place:** National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & Family Welfare (MoHFW) at Delhi.
- (x) **Deliverables:** The position will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer in NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.
- (xi) **Selection:** Selection and appointment shall be carried out through advertisement followed by walk-in written test/ virtual or in person interview, if short listed.
- (xii) **Service Tenure:**
The candidate would be required to serve the organization till 31st March 2024 provided there is no termination of services by the organization.
- (xiii) **Equal Opportunities:** TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.
- (xiv) **How to Apply:** Candidates applying for the position are requested to adhere to following:
- Check your eligibility.
 - Duly filled Application Form (link placed below)
 - Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are short listed.
 - Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
 - No TA/DA will be paid to attend the interview in person, if invited.
 - The advertised position can be cancelled/varied as per the discretion of the employer.

Last Date to Apply: 22 July 2022

[click to apply](#)