

Terms of Reference (ToR)

- **Position:** Accountant cum Admin Officer
- **Project:** GFATM Supported IMEP-3.
- **Location:** Gurugram, Haryana
- **Reporting to:** Director, TCIF
- **Remuneration:** Rs. 35,000 per month
- **Last date to apply:** 7 May 2026

Background

TCI Foundation invites applications for the position (01 No.) of Accountant cum Admin Officer for malaria project in Chhattisgarh State (8 Districts) under the Global Fund Grant GC7. The malaria project is implemented by TCI Foundation in close coordination with the National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & family Welfare and the Chhattisgarh State Health Department.

8 Districts in Chhattisgarh are among the priority district for malaria elimination due to its tribal and hard-to-reach areas with persistent transmission. The position of Accountant cum Admin Officer is established to support the financial and administrative functions of the project, ensuring transparency, accountability, and smooth office operations in alignment with organizational and donor requirements.

2. Objective

To ensure efficient financial management, accounting, and administrative support for smooth implementation of project activities. The position is responsible for maintaining accurate financial records, processing payments, and supporting day-to-day office operations in compliance with organizational and donor guidelines.

3. Key Responsibilities

1. Financial Management and Accounting

- Ensure timely and accurate maintenance of books of accounts, ledgers, cashbooks, and supporting documentation in accordance with organizational and donor requirements.
- Record all financial transactions promptly in the accounting software (e.g., Tally) and maintain updated ledgers.
- Prepare and submit bank reconciliations, monitor fund balances, and manage petty cash as per approved norms.
- Prepare Utilization Certificates (UC) and Statements of Expenditure (SoE) on a timely basis for submission to the funding agency.
- Facilitate project audits by providing relevant documents, ledgers, vouchers, and reconciliation statements.
- Support grant management, including tracking budget utilization, reporting variances, and ensuring funds are used as per approved budgets.

2. Budgeting and Reporting

- Assist in the preparation of project budgets, financial forecasts, and periodic financial reports.

- Compile and submit monthly, quarterly, and annual financial statements as required by the project and donor agency.
- Ensure compliance with financial regulations, donor guidelines, and statutory requirements.

3. Payments and Compliance

- Process payments and reimbursements for staff, consultants, and vendors following due approval processes.
- Ensure timely deduction, deposit, and filing of TDS, GST, and other statutory returns.
- Maintain compliance with government and organizational financial policies, including audit and taxation norms.

4. Procurement and Asset Management

- Support the procurement of goods and services in accordance with organizational and donor procurement policies.
- Maintain an updated inventory and fixed asset register and ensure regular physical verification of assets.
- Ensure proper documentation and safe custody of financial and administrative records.

5. Coordination and Communication

- Coordinate with the Global Fund (GF), NCVBDC, and other stakeholders on financial, accounting, and administrative matters.
- Liaise with banks, vendors, auditors, and relevant departments as required.

6. Administrative Support

- Support general office administration, logistics, and record-keeping functions to ensure smooth day-to-day operations.
- Maintain files, correspondence, and documentation systematically.

7. Other Responsibilities

- Perform any other financial, administrative, or logistical duties assigned by the supervisor or competent authority.

4. Deliverables

- Timely and accurate submission of Utilization Certificates (UC) and Statements of Expenditure (SoE).
- Proper and up-to-date maintenance of books of accounts, ledgers, cashbooks, and financial documentation.
- Accurate and timely entry of all transactions in the accounting software (e.g., Tally) and maintenance of reconciled bank statements.
- Monthly, quarterly, and annual financial reports submitted within prescribed timelines.
- Grant funds utilized and reported as per approved budgets and donor guidelines.
- Project audits facilitated with complete and organized documentation.
- Payments and reimbursements to staff, consultants, and vendors processed promptly with required approvals.
- TDS, GST, and other statutory returns filed within due timelines; compliance maintained with government and donor financial regulations.

- Procurement of goods and services (if any) carried out as per organizational and donor policies with proper records.
- Updated and verified inventory and fixed asset registers, including periodic physical verification reports.
- Effective coordination with NCVBDC, GFATM, auditors, and other partners on all financial and administrative matters.
- Well-maintained office files, correspondence, and administrative records ensuring smooth daily operations.

5. Qualifications & Experience

Essential:

- Bachelor's Degree in Commerce (B.Com.) from a UGC-recognized university.
- Minimum 2 years of experience in finance and accounts, preferably involving maintenance of books of accounts, budgeting, and reporting.

Desirable:

- Experience of working in health or development sector projects, preferably under government or donor-funded programmes.
- Working knowledge of procurement processes and procedures.
- Proficiency in Tally or similar accounting software, MS Excel, and financial reporting.

Note:

- Qualification and experience may be relaxed in deserving cases based on relevant skills and practical experience.

6. Reporting & Supervision

- The Accountant cum Admin Officer will report directly to the Director General & Head, TCI Foundation or his assigned nominee.

7. Duration of Assignment

The positions are contractual for the period May 2026 to March 2027.

8. Code of Conduct

- Work with transparency, accountability, and respect for community values.
- Ensure confidentiality of health data and beneficiary information.
- Avoid any form of discrimination based on caste, gender, religion, or socio-economic status.
- Refrain from misuse of position or programme resources.

9. Support & Supervision

- Accountant cum Admin Officer will receive periodic training, orientation, and supportive supervision from TCI Foundation.

- They will be provided necessary reporting formats, health communication materials, and supplies for carrying out their duties.

10. Remember:

- 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.
- The advertised position can be cancelled/varied as per the discretion of the employer.

11. 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.

12. Selection:

Selection will be based on an interview and other factors, including qualifications, experience, skills, and overall suitability for the role.

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