

Vacancy announcement (NCEARD, Lady Irwin College)

Position: Accounts Officer (Full time, contractual)

The National Centre of Excellence for Advanced Research on Diets (NCEARD), located in the Department of Food and Nutrition at Lady Irwin College, New Delhi is the technical support unit for the Maternal Health Division, Ministry of Health and Family Welfare (MoHFW), Government of India. It is designated lead for development and testing of the maternal nutrition operational guidelines for antenatal care services by MoHFW. The Centre is financially and technically supported by UNICEF-India. It brings expertise from the host Department of Food and Nutrition on research and extension work in their area of specialization. In addition, there are collaborators that range from Maternal Health Division (MoHFW), research partners International Institute of Population Sciences (IIPS) and Kalawati Saran Children's Hospital and Lady Hardinge Medical College. NCEARD also works closely with another National Centre of Excellence on Anaemia, located at All India Institute of Medical Sciences (AIIMS).

NCEARD requires a full time Accounts officer (Contractual) for the following tasks:

Ensure compliance of statutory and donor requirements for all activities

Ensure accurate and timely disbursement of fees for consultants, advisors and other contractual staff

Ensure book keeping / accounting work and maintenance of all associated records

Maintain a cash register to ensure that there is a proper audit trail of all cash transactions within the organization.

Monitor and reconcile travel expenses and project expenses to individual advances on a regular basis.

Code, track, and process vendor invoices, consultant invoices and travel advances for payments in a timely basis.

Examine financial documents such as invoices, vouchers, expense reports, purchase orders and other documents to ensure the completeness, accuracy, reasonability and validity of financial data.

Prepare and submit financial monthly / quarterly statements to the Admin focal point (NCEARD)

Prepare of budgets, forecasts and cash flows

Conduct monthly administrative and financial reviews with Admin focal point (NCEARD)

Provide support for statutory audits and ensuring adherence to recommendations made by the auditors,

Verify all transactions with budgets, approvals and reports before getting approved for payment

Provide accurate and quick response to financial queries from donors

Qualification and competencies

Post graduate in business administration, accounting or related field. Minimum 3 years' experience in managing financial operations at an academic institute/ development partner agency or other related organizations. Knowledge of Indian tax laws and audit regulations. Advanced proficiency in MS Excel and accounting software. Excellent attention to detail and accuracy.

Fee

INR 40000.00 to 60000.00 per month

Interested candidates should send their CV to recruitment.nceard@gmail.com with subject "Accounts officer_Application) by 10 February, 2019 (5:00 pm). Only shortlisted candidates will be called for interview. No telephone calls or direct enquiries related to recruitment process will be entertained.