

## TERMS OF REFERENCE FOR MANAGER ACCOUNTS/EXPERT ACCOUNTS/ACCOUNTS

### MANAGER

- Job Title:** Manager Accounts/Expert Accounts/Accounts Manager
- Location:** Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project's requirements
- Contract term:** One year with possibility for extension
- Start date:** Immediately
- Responsible to:** Finance Controller, PMU/ PIUs UDRP-2 (World Bank) Uttarakhand
- Responsible for:** Accounts maintenance of the PMU / PIU enhances the Computerized Accounting System of the project

### Background

The Government of Uttarakhand is extremely proactive in mitigation and management of disasters. For enhancing technical capacity of the state in prevention and mitigation of different hazards, the Government of Uttarakhand is receiving financial assistance from the World Bank for "Uttarakhand Disaster Recovery Project (Additional Financing)". The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

#### Job activities

- Establish and maintain accounts
- Prepare and review budget, expenses and invoices and other accounting documents
- Assist in accounts, income tax matters, sanction letters, release of grants, utilization certificates and SOE and correspondence in this regard
- Interact with internal and external auditors in completing audits
- Other duties as assigned
- Ensure compliance with the World Bank safeguards/guidelines.

#### Personnel specifications

- Qualification *as mentioned in the advertisement against the post*
- Knowledge of Tally system preferably certificate course in Tally accounting
- At least (*number of years as mentioned in the advertisement against the post*) years practical accounting experience;
- Knowledge of computerized accounting software systems;
- Experienced in processing accounts payable/receivable, sub-ledger and general ledger entries and reconciliations;
- Should possess good working knowledge of computers, and have expert knowledge of working in Tally.
- Proficiency /experience/familiarity with the World Bank safeguards/guidelines.