



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC DEVELOPMENT DEPARTMENT**

2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar – 751022



EMPANELMENT OF MANAGER(FINANCE) FOR PROGRAMME MANAGEMENT UNIT(PMU) UNDER OPELIP.

Programme Director, OPELIP invites applications from eligible candidates for empanelment of Manager (Finance) to be positioned at PMU,OPELIP on contractual basis. Application form along with the detailed ToR can be downloaded from two websites i.e. www.opelip.org & www.otelp.org . Last date of receipt of applications **by post/courier only is 09.10.2018 at 05.00 PM.**

Only shortlisted candidates will be called for Interview for empanelment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

**-Sd/-
Programme Director**

TOR OF PROGRAMME STAFF OF PMU

Manager- Finance

Qualification:

- Member of the ICAI (Chartered Accountant)/ICWAI (Cost Accountant) or Holder of Masters Degree in Commerce as an alternate qualification

Experience:

- In case of member of ICAI/ ICWAI, minimum of 7-8 years' experience in financial planning and management, budgeting, accounts, audit, procurement in the public or private sector of repute or projects.
- In case of holder of Masters Degree in Commerce, minimum 10 years of experience in financial planning and management, budgeting, accounts, audit, procurement in the public or private sector of repute or projects.
- Computer literacy and proficiency in Tally and use of spreadsheets.
- Good knowledge of Accounting Standards and Chart of Accounts.
- Knowledge of audit requirements for financial compliances.
- Communicable knowledge in English and regional language.
- Age limit: Maximum 45 years as on 01.10.2018 ; upper age relaxable by 5 years for exceptionally experienced candidate.

Job Description:

- (i) Overall supervision and guidance for the financial management activities at PMU and MPA level including preparation of the work plan and budget;
- (ii) Capacity building of MPA finance staff and NGOs in financial management and accounting;
- (iii) Budgeting and accounting of the Programme;
- (iv) Consolidating accounts of the PMU and MPAs on a monthly basis;
- (v) Release of funds for timely implementation of different activities by the PMU, MPAs and NGOs;
- (vi) Monitor fund utilization and financial records at the PMU and MPAs;
- (vii) Maintaining records of all financial transactions related to the Programme by category and by component;
- (viii) Preparing requests for release of funds from the State as well as the Central Government and preparation of Statement of Expenditures and submission of withdrawal applications;
- (ix) Processing and preparing documents for procurement of all Goods, Works and Services required by the Programme in accordance with the prescribed (in the Programme Loan Agreement) procurement procedure;
- (x) Preparing financial statement of the programme, ensuring internal and statutory annual audit of the programme at PMU & MPA, and ensuring compliances to audit reports and observations;

- (xi) Ensuring that expenditure is made as per approved AWPB and make supplementary/revised budget when required;
- (xii) Ensuring timely settlement of all advances;
- (xiii) Ensuring compliance with loan covenants and financial and administrative regulations;
- (xiv) Ensuring proper recording and cataloguing of all project assets;
- (xv) Maintaining proper records of all PMU financial transaction including staff salary, PF, insurance, claims, travel expenses, daily allowances, etc. together with other service matters of the staff;
- (xvi) Assisting the PD regarding investment of surplus fund;
- (xvii) Ensuring economy of expenditure and speedy release of funds;
- (xviii) Ensuring that all periodical reports and returns relating to financial matters are submitted in time;
- (xix) Complying to audit objections and observations;
- (xx) Regular follow up and monitoring with the MPA staff;
- (xxi) Any other matter may be assigned by the Programme Director.

Consolidated Remuneration: Rs.50,000.00 per month



APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

6. **Language Proficiency** (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. **Reference:** (Two persons to whom you have professionally reported)

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant