

Advertisement for Recruitment of Account Officer.

Department of Revenue & Disaster Management invite applications for position of Account Officer which will be filled up on the basis of contract for the period of employment. The contract will be for the period of 3 Months.

Description of Duties:

The Project Accountant will be posted at Headquarter Chandigarh. She/he shall be under the overall supervision of the Secretary, Department of Revenue & Disaster Management.

1. Assist in managing routine financial operations with particular emphasis on handling accounts payable, creating budgets, preparing and submitting monthly financial reports and assisting in conducting financial analysis & reviews. This includes support to state-level offices and staff.
2. Maintain proper documentation of all financial transactions and filing of accounting documents and maintain accounting records compatible with standard accounting practice.
3. Verifying and preparing cash/cheque payment vouchers for the requests received or the expenditure incurred or receipts;
4. Dispatching funds correctly to the districts/agencies for the projects.
5. Maintain inventories
6. Process reimbursements of staff and manage office administration and logistics.
7. Assist with external/ internal audits and financial.
8. Carry out any other work assigned by the Supervisors.

Education:

- Graduation Degree in Commerce/Finance Management with 55% marks or equivalent qualification and experience.

Experience:

- At least 1 year experience in government/national and international agencies and civil society organization.

Knowledge and Skills:

1. Good communication skills
2. Demonstrated experience of managing finance including book-keeping, understanding maintenance of ledger entries, cash book, account entries and bank reconciliation.
3. Computer knowledge (Microsoft programs, Tally and Internet)
4. Command of English and local languages (spoken and written)

Salary- Rs. 20,000/-per month fixed.

APPLICANTS HAVE TO SEND THEIR APPLICATIONS FOR THE POST OF ACCOUNT OFFICER TO JOINT SECRETARY REVENUE, 5TH FLOOR, NEW SECRETARIAT BUILDING, HARYANA SECTOR-17 CHANDIGARH.

APPLICANTS MUST APPLY IN THE FORMAT GIVEN BELOW AND SEND THEIR APPLICATIONS CLEARLY MENTIONING THE POST APPLIED FOR ON THE ENVELOPE. LAST DATE OF RECEIVING OF APPLICATIONS IS 22nd, OCTOBER, 2012 5:00 P.M. SHORT LISTED APPLICANTS WILL BE INFORMED ABOUT THE INTERVIEW SUBSEQUENTLY.

Note:-

- a. Candidates will have to produce the proof of details furnished in their applications, in original as and when required.
- b. Application received after the due date, unsigned applications, applications where the post number is not filled in/not filled in correctly and applications incomplete in any respect will not be considered.
- c. Only Indian Nationals need apply.
- d. Canvassing in any form will be a disqualification.
- e. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- f. The applications must be sent in neatly typed-out form in A-4 size paper.
- g. Application received after due date will not be considered.

PROFORMA FOR THE APPLICATION

1. Post applied for.-
2. Name (In block Letters)-
3. Date of Birth-
4. Nationality-
5. Father/Spouse's name-
6. Address, email-ID, Telephone Nos. for correspondence-
7. Education Qualifications-
8. Secondary and tertiary skills, if any-
9. If selected minimum time required to join the post-
10. Any other information-

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent that facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)