

## CENTRE FOR POLICY RESEARCH

Centre for Policy Research in Delhi (CPR) is looking for a young and bright candidate for a full time post of Chief Accounts Officer. He or she will work closely with the Chief, Administrative Services for overall finance/accounts related tasks and to ensure effective financial management according to CPR's procedures and regulations

- (1) **Post** : Chief Accounts Officer
- (2) **Educational Qualifications** :
  - (i) *Essential* : M.Com or semi-qualified CA
  - (ii) *Desirable* : Qualified Chartered Accountant
- (3) **Experience** : Minimum five years' experience in a supervisory role in Finance and Accounts functions of any Not-for-Profit Organisation/Department. Should possess sound knowledge of Income Tax, FCRA, GST rules.
- (4) **Age** : Not more than 40 years
- (5) **Job Profile** : To head the Accounts Department and independently handle all the Accounts and Finance functions with the assistance of other staff in the department. To report and furnish the information and records as desired by the Chief Administrative Services (CAS) and President of the Centre.
- (6) **Duties and responsibilities include but not limited to:**
  - i) Monitor day to day financial transactions of the Centre
  - ii) Monitor functioning of staff activities in the Accounts Department and delegate duties as deemed necessary for smooth functioning of the department
  - iii) Prepare monthly bank reconciliation statements and regular liaison with bankers
  - iv) Preparation of Cash Flow and Fund Flow Statements from time to time
  - v) Timely investment of Centre's surplus funds in short term/long term investments and also investment of CPREPF accumulations complying with the statutory requirements
  - vi) Payment of taxes and submission of statutory returns to the authorities under Income Tax Act, FCRA, GST Act etc. on the specified due dates
  - vii) Preparation of periodical budget estimates and revised estimates of the Centre for approval by the Board

- (viii) Preparation of quarterly provisional Income and Expenditure Accounts of the Centre for tabling at the EC/Board meetings
- (ix) Preparation of Annual Statement of Accounts of the Centre, FCRA accounts and CPR Employees Provident Fund Accounts and getting them audited by CPR's approved auditors
- (x) To Coordinate with the Centre's Tax Consultants in completing Income Tax and other statutory tax assessments.
- (xi) Assist Senior Faculty and CAS in preparation of budget for new research proposals.
- (xii) Monitor the utilisation of funds in various funded research projects and report to the respective Project Directors/CAS.
- (xiii) Any other function and work as desired and entrusted by the President / CAS

7. Emoluments As per the Pay Scale Rs.15600-39100 + Rs.5400 (Grade Pay). Gross emoluments would be around Rs.65000/-. Grade Pay negotiable for deserving candidates. CPF and other benefits are available as per CPR rules.

***Interested candidates are requested to send their detailed CV showing educational qualifications, experience, age and other particulars along with a cover letter to jobs@cprindia.org by 23 July 2018. Incomplete applications will be summarily rejected.***