

ADVERTISEMENT

State Institute for Development of Arts & Crafts (SIDAC) is an autonomous organisation, registered under Societies registration Act, functioning under Handlooms, Textiles and Handicrafts Department, Govt. of Orissa, for development of crafts sector in the State. The organization proposes to engage one Accounts Officer on contractual basis for a period of one year initially, which may be extended further subject to satisfactory performance, with the following criteria.

1	Monthly Remuneration	Rs.20,000/- p.m(Negotiable)
2	Qualification	M.Com/Chartered Accountant/ MBA (Finance)
3	Experience	Minimum 3 years experience in managing accounts in PSUs/Govt. organizations in computerized accounting.
4	Age Limit	Within 40years.

Retired Govt. employees/PSU preferably not the below rank of Under Secy. / Dy. Secy. having experience in similar assignments may also apply. The remuneration will be fixed as per the guidelines of Finance Deptt, Govt.of Odisha

Interested persons/professionals may submit their application along with all testimonials to Member Secretary, SIDAC, Handicrafts Complex, Gandamunda, Bhubaneswar on or before dt.30-04-2015.Details term of reference for the post is available in the website-odisha.gov.in/textiles.

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Government of Odisha
Handicrafts Complex, Gandamunda, P.O- Khandagiri, Bhubaneswar - 751030
Tel/Fax No.+91 (0) 674 2351389, 2350310,E-mail: sidacorissa@gmail.com

Terms of reference for the engagement of Accounts Officer

1	Method of Engagement	Through advertisement in local dailies and interview by selection committee.
2	Term of Engagement	The engagement is purely contractual basis at mutual agreed terms. Initially it will be for a period of one year. The contract may be renewed after evaluation of performance on annual basis.
3	Essential Qualification	Masters in Commerce/M.B.A Finance/Cost Accountancy with Operational System of Tally Software.
	Desirable Qualification	1. Expertise in preparation of final accounts.
	Experience	1. Minimum 3 years of experience in managing computerized accounts activities (Tally). 2. Retired Govt. personnel not the below rank of Under Secy./ Dy.Secy. having experience in managing computerized accounts activities(Tally).
	Age limit	Below 40 years. In case of retired govt.employees guidelines of Finance Deptt.,Govt.of Odisha will be followed.
4	Monthly Remuneration	Rs.20, 000/- (Negotiable) (For retired state government employees, the guidelines of finance department, Government of Odisha will be followed.)
5	Job Description, Responsibilities and Deliverables	<ul style="list-style-type: none"> • To maintain all finances and accounts of funds available in the organization in hard copy & computerized version. • Preparation of annual budget for the organization in coordination with different sections. Comparison of previous year's budgets and improvement of any drawbacks faced. • Maintenance of receipts and payments of the organization and insurance of proper payment of bills. • Regular verification of all financial statements generally maintained in the organization. • Look into all audit objectives and audit statements. • Preparation of balance sheet and other reports of the organization. • Maintain accounting controls by preparing and recommending policies and procedures. • Reconciliation of financial discrepancies by collecting and analysis of accounts information. • Management of all types of funds for different projects in the organization. • Maintenance of all financial data in form of modern management information system. • Reporting of schemes, preparation of UC's and all activities assigned under accounts domain. • Maintains high integrity and ethical standards during the service period.