

Terms of Reference (ToR) for Accountant, Accounts Unit, Department of Finance, DHI

Overall Responsibilities

The Accountant shall work under the supervision of the Head of Accounts Unit and shall carry out all functions specified in this ToR.

Specific Responsibilities

He/she shall perform the following specific responsibilities:

- Assist in processing settlement of all employee related claims and all other types of expenditures of the department/Unit in DHI in line with the Company's financial/policy guidelines with due diligence and care.
- Assist processing payment of contractors' and suppliers' claims and check for the compliance of the claims.
- Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required.
- Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time.
- Maintain the paid vouchers in chronological order for future reference and auditing purpose.
- Perform all bank related duties.
- Safe custody of the financial documents and data.
- Any other such work assigned by the Supervisor.

Educational and Experience Criteria

He/she should have:

- Minimum of Class XII passed with Diploma/certificate in financial management/accounting.
- Minimum 60% in Class XII (aggregate of English and four best subjects)

Person Specification and other attributes

Additionally he/she should have:

- Good analytical and numerical skills.
- Good communication and presentation skills.
- High Integrity/ethics and the ability to meet the deadlines.

Other requirements

- DHI application form,
- Curriculum Vitae (CV) clearly indicating requirements referred to above,
- 2 referrals/recommendation letters from non-family related referees,
- Copies of (1) Certificates, Academic Transcripts, (3) Security Clearance Certificate (approved online), (4) Medical Fitness Certificate, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed).

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing DHI pay scales and in line with the DHI Service Rules.