

Terms of Reference (ToR) for Accountant, Accounts Unit, ABHL

Overall Responsibilities

The Accountant shall work under the supervision of the Project Director/CEO and shall carry out all functions of the accounts unit.

Specific Responsibilities

He/she shall perform the following responsibilities:

- Processing settlement of all employee related claims and all other types of expenditures of the Project in line with the Company's financial/policy guidelines with due diligence and care.
- 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.
- Monitoring and preparing budgets
- Maintain the paid vouchers in chronological order for future reference and auditing purpose.
- Perform all bank related duties such as preparation of Bank Reconciliation Statements etc.
- Safe custody of the financial documents and data.
- Periodic reporting to the shareholders if required
- 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 55% in Class XII (aggregate of English and four best subjects)
- Minimum of three years of experience in accounts (preferably with experience in corporate and private sector), experience working with SAP will be an advantage.

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 (online printout), (4) Medical Fitness Certificate, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed)

Employment Type

- On contract for two years with provision for regularization based on requirement

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing pay scales of DHI Owned Companies.