

Odisha Tribal Development Society (OTDS)

Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751001.

Recruitment of Finance Manager

Odisha Tribal Development Society (OTDS) is an autonomous Society under the Administrative control of the ST & SC Development, Minority & Backward Classes Welfare Department, Govt. of Odisha .

OTDS invites application from interested and eligible candidates for the post of Finance Manager at its State Programme Support Unit. The post is purely contractual in nature. Detail ToR and application form can be seen in the website of ST&SC Development Department www.stscodisha.gov.in.

The application form should be submitted to the Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adivasi Exhibition Ground, Unit-1, Bhubaneswar on or before 30th April 2016 or by email to otdsbbsr@gmail.com.

CEO, OTDS-cum-Director (ST), SSD Dept.

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ToR for Manager Finance at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one "Manager Finance" in the state office of OTDS at Bhubaneswar to facilitate financial management functions.

Education: Candidates should have educational qualification of MBA/PG Diploma in Financial Management/Chartered Accountant (Inter)/ M.Com from a recognised university/ reputed institutes.

Experience:

Candidates should have 5 years of experience of working with Government undertaking, Government prompted agencies or with State/ National Govt. programmes in relevant area. Retired Finance Officers (e.g. OFS) from Govt./ PSU, below 62 years of age, can also apply. Candidates should have working knowledge of Tally & MS Office.

Terms of Reference (ToR): The selected candidate, as "Manager-Finance", is expected to perform the following duties.

- 1) Facilitate consolidation, preparation and submission of annual budget and review as and when required;
- 2) Facilitate fund request from and fund flow to various agencies along with corresponding timely submission and receipt of Utilisation Certificates;
- 3) Undertake day-to-day accounting functions and maintain financial control within budget heads;
- 4) Prepare monthly staff salary bill and reimbursement claim details of approved expenditure by staff and ensure payment after approval by CEO;
- 5) Facilitate and monitor payment to goods & service providers vis-à-vis agreed delivery standards;
- 6) Monitor fund utilisation through Tally; Submit relevant data, provide feedback and recommend actions for review by CEO & Executive/Governing Council;
- 7) Generate internal and external financial reports, as per requirement;
- 8) Assist in identification of Auditor; Facilitate internal and external audit, as per requirement; Follow-up implementation of audit recommendations by relevant stakeholders;
- 9) Ensure statutory compliances under Contract Labour Law, Societies Act, as applicable and those on Tax, PF etc.;
- 10) Undertake specific monitoring visits to test financial systems and controls;
- 11) Develop policies, systems and procedures to bring financial probity, transparency and best practices;



- 12) Manage quality and cost control;
- 13) Facilitate financial training to relevant staff to contribute to their financial competence and compliance adherence;
- 14) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of "Manager Finance".

- 1) The position is purely contractual in nature;
- 2) The selected candidate will be given annual contract and subsequent renewal based on performance;
- 3) The appointment will be on consolidated emoluments per month comprising of consolidated Salary of Rs.40,000.00 and other TA/DA as admissible during travel;
- 4) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 5) Other terms and conditions of OTDS will be applicable.

Documents to be attached along with the application:

- i) Certificates in respect of Educational Qualification from HSC onward.
- ii) 10th/ Matric Pass Degree certificate as proof of age.
- iii) Proof of work experiences from the employer as mentioned in the application.
- iv) Tally certificate.

Submission of Application:

The application form along with relevant documents should be submitted to the Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adivasi Exhibition Ground, Unit-1, Bhubaneswar **on or before** 30.4.2016 or by email to otdsbbsr@gmail.com.

