

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
(Deemed University)**

IGIDR urgently requires from well qualified and experienced persons for the post of **Accounts Officer** in the payscale **P3 - 15600-39100 with Grade Pay of Rs. 5400** plus allowances as per the rules of the Institute. Eligible and experienced candidates may also be considered in the payscale **P3 – 15600-39100 with Grade Pay of Rs. 6600**. The **probation period** of the position will be **two (02) years**. The incumbent will be placed in appropriate pay scale after probation, as per the rules.

- a. Qualification, Experience:** The applicant must have a (full time) Degree certificate with M.Com/CA/ICWA/MBA (Finance) and having at least a minimum of 10 years relevant experience out of which 3 years experience should be as “Accounts Officer” or “Jr. Accounts Officer” preferably in an academic institution/University. He/ She should have demonstrated initiatives, leadership and supervisory skills, strong communication skills in English (both oral and written).
- b.** He/ she should be familiar with accounting modules/automation with hands on experience on Tally/ERP module. Should have Strong Microsoft and Excel skills with good organizing, administrative skills and excellent attention to details. Accounts Officer would be responsible for implementation of IGIDR’s approved Financial and Administrative policies and procedures. The incumbent has to actively interact with the Faculty, Administration, students and other external members. He/she will provide leadership in ensuring equity and transparency in application of the policies.
- c. Nature of Job:**
1. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
 2. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
 3. Analyze trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
 4. Report to management regarding the finances of establishment.
 5. Establish tables of accounts, and assign entries to proper accounts.
 6. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

7. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
8. Prepare forms and manuals for accounting and book keeping personnel, and direct their work activities.
9. Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
10. Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.

General Information:

- a. Age: 40 to 50 years.
- b. Reservations will be applicable as per Government Policy.
- c. Residential quarter will be provided in the campus subject to the availability.
- d. Second Class to and fro rail fare will be paid on production of their ticket to those outstation candidates called for interview.

Eligible and interested candidates may submit their application mentioning the 'Post applied for Accounts Officer' on the envelope, along with all relevant documents showing proof of age, experience, qualification and two references by **7th July, 2016** to:

**The Registrar,
Indira Gandhi Institute of Development Research,
Santosh Nagar, Film City Road,
Goregaon-E, Mumbai-400 065.**

Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for interview. The Institute reserves the right to shortlist the candidates for interview and relax the selection criteria in exceptional cases.