**JOB DESCRIPTION**

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| **JOB CODE** | **061** |
| **Designation** | **Accounts Officer (1 Post)** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On contract** |
| **Remuneration** (Consolidated) | **Rs.45,000/- pm** |

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| **I. Reporting Relationships:** | |
| 1. Designation(s) of person(s) the role reports to: Chief Accountant, Assistant Director (Administration) | |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised): Sr. Administrative Assistant (Accounts), Sales Attendant. | |
| **II. Contacts / Needs to interact with:** | |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): Establishment, Shop, Exhibition, Education, Curatorial and Conservation. | |
| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Banks, Government / Local Bodies, Auditors, Consultants. | |
| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** | |
| 1. **Educational Qualifications:** | |
| 1. Essential:   M.Com from a recognized university  OR  B.Com / BAF / BBI / BMS and Diploma in Financial Management / Accountancy | |
| 1. Desirable:   Experience of working on latest Tally ERP Accounting System.  Minimum 8 years experience in finalisation and adequate knowledge in general administration. | |
| 1. **Attributes / Skills / Competencies required:** | |
| 1. Should be able to discharge responsibilities independently, work within time schedule 2. Strong knowledge of fundamentals of accounting principles. 3. Able to speak, read and write English, Marathi and Hindi. | |
| **IV. Experience:** | |
| 1. **Total relevant Experience, in years:** | 8 years |
| 1. **Relevant areas of experience:** | Finalisation, Project Account, Audit, Investments, Taxation, Payroll, Statutory compliance, FCRA, GST. |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:** |
| Should be able to do finalisation of accounts independently. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:** |
| 1. Finalisation of books of accounts and timely submission of annual and half yearly financial reports. 2. Ensure minimum required working capital and maximum investment at higher rate of interest. 3. Ensure compliance of statutory payments, accounting, filing of returns such as TDS, Income Tax, GST, Professional Tax, etc. 4. Maintaining all FCRA accounts as per rule and timely filing of return. 5. Filing of Income Tax Return. 6. Preparation and timely submission of monthly reports. 7. Ensure periodic reconciliation of bank statement. 8. Co-ordinating Auditors. 9. Ensure accounting and cash management of all cash points i.e. Museum Shop, Activity Corners, etc. 10. Ensure timely disbursement of employees and pensioners benefit including monthly salary and pension. Timely disbursement of suppliers and service provider’s payment. 11. Maintaining Provident Fund and other employee benefit accounts and timely submission of their annual statements 12. Raising invoices for providing services and ensure receipt of payment. 13. Ensure proper record of printed stationery such as Tickets, Cash Memos, Invoices. |

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| Interested candidates may send only CV on or before 6th August 2019 to  Assistant Director (Admin)  **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**  159-161, Mahatma Gandhi Road, Mumbai – 400023.  Super subscribe the envelope with the post applied for with the Job Code No. Or email on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com) mentioning the Job code and Post in the subject line. If job code and post not mention in subject line the application will not be considered for further recruitment process.  The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |