



Terms of Reference (ToR) for the post of Accountant in Centre for Child Rights, National Law University and Judicial Academy, Assam

Position: Accountant

No. of Post: 1 (One)

Job Type: Contractual (Initially for a period of One-year subject to the satisfactory performance of the candidate)

Remuneration: Rs. 30,000/- (Rupees Thirty Thousand only) per month (Consolidated) + TA/ DA / Other allowances, as admissible under University Rule.

Location: Hajo Road, Amingaon, Guwahati, Assam

Qualification:

1. Bachelor in Commerce / CA (Inter) from a recognized University / Institution.
2. Two years' work experience as Junior Accountant in any recognized organization.
3. The candidate must have adequate computer proficiency in Tally ERP, Internet/Email, MS Office.

Job Responsibilities:

1. Maintenance of accounts and timely process of payment.
2. Timely preparation and submission of SoE (Statement of Expenditure) and FACE Form as per HACT procedures as mentioned by the UN agencies.
3. Preparation of budget and expenditure.
4. Liaising with the Government and other
5. Proficient in English and Hindi. Knowledge of Assamese will be an added advantage.

Personal Attributes Required

1. Ability to work co-operatively and as a team.
2. Ability to use time effectively and work under pressure.
3. Should be able to work beyond regular hours and sometime over weekends if required.