

**Indian Red cross Society, Odisha State Branch, Bhubaneswar**  
**Advertisement of Vacancy Announcement for the post of**  
**Accountant in IRCS-OSB**

**Name of the post:- Accountant**

The Indian Red Cross Society, Odisha State Branch intends to engage one Accountant to facilitate Accounting and Financial Management functions

**Educational Qualification & Experience**

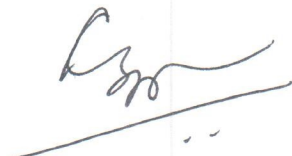
1. Candidates must have possessed the minimum educational qualification of B.com or equivalent from a recognised university with a recognised PGDCA certificate.
2. Candidates should have working knowledge of Tally.
3. At least 10 years of experience in financial accounting in any organization having State Level/National Level Identity.

**Age:-**The applicant must not be below the age of 21 years as on 01.01.2021

**Terms of reference (TOR)**

The candidate (selected) as "Accountant" is expected to perform the following duties.

1. Facilitate consolidation and preparation of annual budget and review as and when required.
2. Undertake day to day accounting functions within budget heads; prepare necessary bills vouchers and regularly update cash book etc.
3. Compile and analyse financial information to prepare financial statements including monthly and annual accounts.
4. Ensure financial records are maintained in compliance with accepted policies and procedures; ensure all financial reporting deadlines are met.



5. Prepare monthly staff salary bill and re-imburement claim details of approved expenditure by staff.
6. Prepare records for payment to goods and service providers vis-à-vis agreed delivery standards.
7. Prepare utilisation certificate towards expenditure incurred out of the sanctioned Grants of Govt. of Odisha, Govt. of India /IRCS-NHQ/ other agencies if any in the prescribed format.
8. Update funds status using tally, develop and maintain financial database and prepare relevant data /report.
9. Resolve accounting discrepancies and irregularities
10. Assist in internal and external audit processes, Follow up implementation of audit recommendations.
11. Provide support to Treasurer and Administration.
12. Any other suitable task assigned by Honorary Secretary

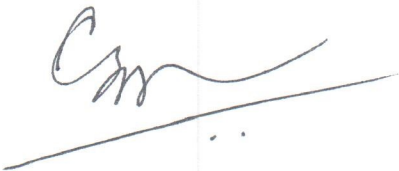
**Monthly Consolidated Remuneration:-**

A consolidated salary of Rs. 25,000/- per month.

**Terms and Conditions**

The following terms and conditions will apply for this position. of "Accountant"

1. The position is purely contractual in nature
2. The candidate selected will be given annual contract and subsequent renewal will be based on performance.
3. The appointment will be on consolidated emoluments per month comprising of consolidated salary of as Rs. 25,000/- per month.
4. The candidate selected for the post shall not, at any point of time, demand regularisation of service.



5. The candidate selected shall sign an Agreement with the Honorary Secretary, IRCS-OSB.

**Documents to be attached along with the Application:**

1. Certificate in respect of Educational qualifications from HSC onwards
2. H.S.C certificate as proof of age.
3. Proof of work experience from the employer as mentioned in the application form. The organisation must be approved by Govt. of Odisha, Govt. of India or Registered under any Act applicable for establishment of company/Society.
4. Tally certificate


**Submission of application**

The application form along with relevant documents should be submitted in sealed cover to the Honorary Secretary, Indian Red Cross Society, Odisha State Branch, Red Cross Bhawan, Sachivalaya Marg, Unit-9 Bhubaneswar on or before 11.01.2021 by registered post/speed post Courier service .

**Mode of selection**

Only the short listed applicants fulfilling the eligibility criteria will be called for written examination and personal interview.

The post is purely contractual and shall be Governed by the Rules of IRCS-OSB.

  
\_\_\_\_\_  
Honorary Secretary,  
IRCS, OSB.



Indian Red Cross Society  
Odisha State Branch  
**APPLICATION FORM**

Affix Passport  
sized, self  
attested Photo

NAME OF THE POST:- \_\_\_\_\_

1. Name of the Applicant (Block Letter) \_\_\_\_\_
2. Father/Husband's Name \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Present Address \_\_\_\_\_
5. E-mail Id \_\_\_\_\_
6. Ph No. \_\_\_\_\_
7. Date of Birth \_\_\_\_\_
8. Age as on 01.01.2021 \_\_\_\_\_
9. Caste \_\_\_\_\_
10. Educational/Professional Qualification \_\_\_\_\_

Sl No	Examination	Name of the Institute	Name of the Board/University	Year of Passing	Percentage of Marks	Remarks
1	2	3	4	5	6	7
1	Matriculation					
2	Intermediate/+2					
3	Graduation					
4	Post Graduation					
5	Other Course (If any)					
6	Other Course (If any)					

11. Computer Knowledge \_\_\_\_\_

Computer Literacy Software Package/Application	Level of Knowledge (Basic/Working /Expert)		
Word Processing			
Spread Sheet			
Database			
Presentation			
Web/E-mail			

LANGUAGE PROFICIENCY (Poor/Fair/Good)									
Language	Ability to Converse			Ability to Read			Ability to Write		
English									
Hindi									
Odia									
Other (Please specify)									
<b>ANY OTHER INFORMATION *(May be provided by applicant on professional capacity to strengthen candidature)</b>									

**12. Experience (Certificate from competent authority) must be attached**

Sl No	Name and Address of the Institute/Employer	Designation	Period & No. of years served		Major Responsibilities
			From-To	No. of Years	

**DECLARATION:**

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature /appointment may be cancelled/terminated without any notice.

Date:

Place:

\_\_\_\_\_  
(Signature of the Applicant)

**Documents to be Enclosed along with this Application.**

1. 10<sup>th</sup> Certificate and mark sheet
2. +2 Certificate and mark sheet
3. +3 certificate and mark sheet
4. Post Graduate certificate and mark sheet
5. Tally certificate
6. Job Experience Certificate
7. Other supporting document, If any.

