

Qualification and Job Description
DEPUTY SECRETARY – FINANCE

Job Description

1. Supervising and controlling the work in the Accounts and Finance Department.
2. Preparing the draft Budget keeping the expected Income and Expenditure under different heads during the year.
3. Finalization of accounts including the Balance Sheet and Income & Expenditure details.
4. Responsibility to ensure timely completion audit, both Internal and Statutory Audit.
5. Helping the Council to formulate Investment Policy for proper utilization of its funds.
6. Preparing and filing Income Tax Return as well as liaison work with the Income Tax Office.
7. Checking bills, invoices and quotations, Examiners claim form for marking of answer scripts and TA & DA.
8. Monitoring timely matters connected with monthly / quarterly reporting of Income and Expenditure in the Council.
9. Verifying and implementing the Auditor's Report and the report of the Finance Sub-Committee of the Council.
10. Making payments for purchases, Leave Travel Concessions, Loans, T.A. and D.A., Examiner's Marking, Provident Fund and Gratuity.
11. Monitoring the matters/issues related to the Council Employees Pension Scheme.
12. Maintaining all files related to the Council's properties, fixed assets various Contractors Agreements.
13. Monitoring the matters related to the Mediclaim and Personal Accidental Policies.
14. Monitoring the matters related to the Employees Group Gratuity-cum Life Assurance.
15. Keeping all records related to the Agreement for Examination Question Papers, Sale of Syllabuses, Sale of Old Question Papers, Courier Company.
16. Preparation of Fund flow Statement.
17. Correspondence with Banks, Schools, Examiners etc.
18. Budget control and provide details to the Chief Executive and Secretary

Qualification

Should be Chartered Accountant and conversant with Industry standard modern Finance & Accounting Software and their day-to-day operations.

Experience

Minimum Ten years' experience