

**TERMS OF REFERENCE FOR THE POST OF ACCOUNTS ASSISTANT UNDER ATAL AMRIT ABHIYAN SOCIETY, ASSAM**

**Position:** ACCOUNTS ASSISTANT

**Qualification:** B.Com with CA Inter/ M.Com

**Experience:** Minimum 5 years in related sector

**Place of Duty:** The normal place of work for the party will be the office of the Atal Amrit Abhiyan Society, Assam

He/She shall work under the overall guidance and supervision of the Sr. Finance Advisor and Lead Finance Manager, AAAS and will be directly responsible for the following tasks:

**Job Purpose:**

Assisting Sr. Finance Advisor and Lead Finance Manager in Finance and Admin processes.

**Key Responsibilities:**

- 1) Assist in Fund Management of AAA & PMJAY
- 2) Managing initial corpus and funding of Trust
- 3) Managing Finance and Admin Processes
- 4) Claim Settlement
- 5) Initiate payment of bills as per the timelines
- 6) Budgeting and Accounting of AAA & PMJAY Accounts
- 7) Assist in Internal and External Audits
- 8) Coordinate with Banks
- 9) Maintain the Cash Book and Ledgers
- 10) Undertake any other duties assigned to him/her by the CEO.

**Compensation:** The compensation for the post will as per Society norms