

Terms of Reference: Deputy Manager- Finance & Accounts

1. Introduction

This document outlines the Terms of Reference (ToR) for the role of Deputy Manager- Finance & Accounts within Assam Inland Waterways Company Limited (AIWCL). The Assistant Manager- Finance & Accounts is responsible for maintaining accurate financial records and ensuring proper accounting practices within the company.

2. Position Overview

The Deputy Manager- Finance & Accounts report to the Assistant General Manager- Finance & Accounts and is responsible for daily accounting operations, including accounts payable, accounts receivable, and financial reconciliation.

3. Responsibilities

The Manager - Accounts' responsibilities include, but are not limited to:

- Bookkeeping: Managing the company's general ledger and maintaining accurate financial records.
- Accounts Payable/ Receivable: Ensuring timely processing of invoices and payments.
- Reconciliation: Performing regular bank reconciliations and resolving discrepancies.
- Compliance: Ensuring adherence to accounting standards and financial regulations.
- Reporting: Preparing financial reports and statements for the Senior Manager.
- Audit Support: Assisting in internal and external audits.
- Expense Monitoring: Monitoring expenditures and ensuring they are within budget.
- Tax Preparation: Assisting in the preparation of tax filings and payments.
- Data Entry: Ensuring accurate entry of financial data into the accounting system.
- Team Collaboration: Working closely with other departments to facilitate smooth financial operations.
- Monitor financial management system of AIWCL & update the financial manual periodically.
- Preparation of annual financial statements and miscellaneous reports of the projects as and when required.
- Preparation of annual budgets and financial forecast and ensure efficient and appropriate utilization of funds.
- Compilation of annual accounts of projects and place before the competent authority, Project guidance Council and Governing Bodies and when called for.

- Preparation and review of Contractual Agreements and review of Contractor's bills for payment.
- Liaise with the Finance & other departments, Govt. of Assam on the matters relating to the project.
- Assist in maintenance of assets procured under the project and conduct physical verification of assets and stock and reconciliation with books of accounts.
- Ensure statutory compliance and filing of statutory returns with appropriate authority. Issue of cheques/Bank advices as per sanctioned and approved by the Authority.
- Handle all bank transactions and act as a single point of contact for all Banking matters.
- Coordinate & Monitor all audit related activities of the project. Ensure timely compliance of audit observations and ensure that appropriate and timely follow up remedial actions are taken.
- Manage all administrative & secretarial tasks related to Assam Inland Waterways Company Limited (AIWCL) for smooth operation.
- Any other responsibilities or tasks assigned by the Authority, AIWCL

4. Qualifications and Experience

The ideal candidate for the Deputy Manager- Finance & Accounts should possess:

- Bachelor's degree in Accounting, Finance, or related field. MBA or CPA preferred.
- 8 to 12 years of progressive experience in finance and accounting roles, with at least 3 years in a managerial capacity.
- Preference will be given to candidates having CA or ICWA qualification.
- In-depth knowledge of financial management procedures applicable for AIWCL and having hands on experience of operating Tally accounting software, along with minimum 2 (two) years of experience in financial management related activities.
- Strong attention to detail and problem-solving skills.
- Knowledge of accounting software and financial regulations.
- Experience in Externally Aided Projects/ Govt. projects will be preferred.
- Technical support in all areas of day-to-day finance and accounting functions and financial management of AIWCL to ensure regular & proper keeping of accounts related records of the Project, observing the standard accounting principles of double entry systems;
- Work closely with the accounts team and will assist in works related to budget; work plan, grants disbursement and audits;
- Regularly monitor the financial performance including monitoring of

expenditures, including analysis and preparations of reports required for financial management of the project

- Assist in maintenance of the project Accounts as per the Financial Management and other rules & regulations and guidelines issued by Govt of Assam from time to time;
- Keep strong liaison with the Finance & Accounts personnel with regards to consolidation of information, claim submission and other accounting issues;
- Ensure that the asset sanctioned and created under the project have been recorded in the Asset Register showing their identification, location and custody;
- Ensure that funds disbursed are properly accounted and that necessary supporting documents such as records, vouchers, relevant contract agreements, etc. and books of accounts are properly retained in respect of all project procurements & expenditures, so that these are made available to Audit (Chartered Accountant/ Accountant General) on demand as and when required;
- Assist in maintaining cash book on daily basis and will prepare monthly expenditure statements, compilation of monthly accounts & annual financial reports, and preparation of the monthly reimbursement applications and related statements.

5. Reporting

The Deputy Manager- Finance & Accounts will report to the Assistant General Manager- Finance & Accounts.

6. Performance Evaluation

The Manager's performance will be evaluated based on accuracy in financial record-keeping, compliance, and timely reporting.

7. Deputation Engagement from Departments / Directorate/ PSUs:

AIWCL would engage or obtain the services of officers or personnel from Government Departments, Directorates, Public Sector Undertakings, Autonomous Bodies or other Government-controlled entities, as may be required for the discharge of functions under this Terms of Reference.

Such engagement may be made on deputation, contract or any other permissible arrangement, for a specified tenure as mentioned in point 8, on such terms and conditions as may be determined by AIWCL, and in accordance with the applicable rules, guidelines and instructions of the Government of Assam, as amended from time to time.

8. Period of Service

The contract shall be initially for 11 months with a provision of further extension on an annual basis, subject to satisfactory performance as assessed by the Managing Director, AIWCL.

9. Remuneration:

The monthly remuneration will be upto Rs. 1,10,000 per month or 30%

hike on the existing remuneration whichever is less.