

### Brief Job Description

Designation : Manager- Accountants

Division/Location :Railways

Department : Finance & Accounts

Reporting to –GM –Finance & Accounts

#### Summary :

##### Area of responsibilities :

- To handle site-accounts.
  - Coordinate with Project Head
  - Providing Commercial Support to Project Head
  - Send MIS to Noida office
  - Establish Control for Payment/ Purchase Order /
  - Monitoring Budget Vs Actual
  - Control on Store and carry out periodic physical verification
  - Coordinate with Auditors.
  - To prepare cash flow and budget in Consultation with Site-in-charge.
  - To scrutinize and record bills from suppliers and labour contractor which are duly passed for payments.
  - Keep track of Out-standing payments and advances
  - Arrange cash distribution of payments and salaries on the site.
  - Monitor flow of funds to the site and follow up
  - Auditing: Proper Verification of Bills periodically.
  - Office Administration: Office administration, Site attendance of KPTL staff and TPC employees.

##### • Competences :

- Problem solving skills are necessary
- Booking and financial accounting skills

##### Skills :

Proficient in MS Office applications with Knowledge of SAP FICO module

##### Education :

B.Com/M.Com /MBA(Finance)

##### Experience :

Minimum 8 years & maximum 12 years