

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