

NABARD Consultancy Services

Require Accounts and Administration In-charge as State Level Staff for execution of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) in Andhra Pradesh.

NABARD Consultancy Services (NABCONS), a wholly owned Company of NABARD and a leading consultancy organization in the field of Agriculture and Rural Development (www.nabcons.com) invites applications for Accounts and Administration In-charge (1 post) for project “Monitoring of MGNREGS-AP Programme for works to be executed by Dept. of Animal Husbandry, GoAP in convergence with the Department of Rural Development, Government of Andhra Pradesh”.

The posting will be at Hyderabad. However, the candidate is liable to be posted anywhere in Andhra Pradesh depending on requirement of the project. The recruitment is project based on contract basis for a period of one year, which can be further extended based on performance review and to be co-terminus with the Project period.

Key Responsibilities:

- Maintenance of Accounts, Registers, Files and other MGNREGS related documents
- Shall assist the Team Leader NABCONS in raising invoices, preparation of expenditure bills etc. and submit the same to Department of Animal Husbandry,
- Shall assist the Team Leader in procurement of office furniture and regular maintenance and upkeep of the office.
- Shall coordinate with District Level Civil Engineer(s) and technical monitors and NABCONS ZO for the smooth clearance of TA bills and online payment of salaries to staff etc.
- Shall report to the Team Leader NABCONS and NABCONS Project Coordinator.
- Any other work assigned by Team Leader NABCONS and NABCONS Project Coordinator (Animal Husbandry Expert) from time to time.

Educational Qualification:

Position	Essential qualification	Desirable qualification
Accounts and Administration In-charge	B.Com.	M Com/ CA/ ICWA

The candidate should have working knowledge of accounts and office administration. Further, the candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point. Fluency in reading, writing and speaking both English and Telugu is preferable.

Experience:

Position	Essential Experience	Desired Experience
Accounts and Administration In-charge	Experience of minimum 2 years in managing finance and office administration either in Govt. / Private sector/ NGOs	NA

Compensation:

Candidate will be paid consolidated compensation of Rs.30,000/- per month.

Age:

Preferably below 35 years as on 01 November 2016.

Contract Period:

Initial contract will be for one year which can be extended based on performance review and to be co-terminus with the Project period.

How to Apply:

Interested candidates may apply online on NABCONS website in the prescribed format within 10 days by clicking on the following link and filling the details therein:

<https://goo.gl/forms/6Nnk3WtbIWltgyBe2>

In case the above link does not work, you may also copy and paste the link in your web browser and fill the details therein.

Last date for receipt of applications: 11 December 2016