

**GOVERNMENT OF ODISHA
STATE YOUTH WELFARE BOARD
C-1, Nayapalli, Bhubaneswar-751012**

Dt. 22-10-2018

ADVERTISEMENT FOR THE POSITION OF OSD- FINANCE & ACCOUNTS

Applications are invited from eligible candidates for the position of **OSD-FINANCE & ACCOUNTS for Biju Yuva Vahini programme** under the State Youth Welfare Board. **OSD-FINANCE & ACCOUNTS** shall be responsible to manage all matters related to finance and accounts of the Biju Yuva Vahini programme.

Candidates having experience of at least 20 years in Government/private sector are encouraged to apply. Detail TOR may be downloaded from the website: www.bijuyuvavahini.com

Salary: Negotiable with conveyance facility

Interested candidates are requested to send their applications along with detailed CV to the following e-mail id: bijuyuvavahini@gmail.com

Last date for receipt of applications is **29th October 2018**

**Sd/-
CEO, Biju Yuva Vahini**

TERMS OF REFERENCE

S.N	Position	Educational Qualifications	Experience Particulars	Job Responsibility
1	OSD – Finance & Accounts	Post Graduation in any discipline/CA /MBA/ Finance)/ICWA	<ul style="list-style-type: none">• Minimum 20 years of experience in Accounts management• Must have experience of handling accounts of Government programmes for at least 10 years• Must have served as Financial Advisor to Government for at least 3 years	<ul style="list-style-type: none">• Establish accounting systems and ensure maintenance of proper accounting records of Biju Yuva Vahini programme• Advise on all financial transactions made under the BYV programme• Adherence of financial procedures relating to procurement and other programme interventions• Develop records and administer reporting formats in order to ensure that all financial transactions are accurately recorded and adequately monitored• Ensure annual audit of the programme and compliance to all types of audits.• Preparation of annual/supplementary budget of the programme• Report to CEO, Biju Yuva Vahini

Salary: Negotiable with conveyance facility

Period of Contract: One year.