

Designation: Accountant

Department: Finance and Treasury

Reports to: General Manager, Finance and Treasury

POSITION SUMMARY: Diligently carry out the transactions in the system and maintaining proper documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Processing all the Back Office Vouchers pertaining to HO & Branches on daily basis. On a monthly basis, month end adjustments including salary, depreciation, cost of funds, stationery, gratuity, fixed assets. Process advances and prepare expense authorizations given by the competent authority.
2. Verify and process all bills for payment on time.
3. Preparation of cheques for payment and release of payment on time.
4. Timely remittance of TA/DA, DSA, expenses and other claims of the suppliers, contractors, employees etc.
5. Preparation of TDS Statement and reconciliation, timely remittance of Tax to RRCO on a monthly basis, issuance of TDS Certificate.
6. Process and release the monthly salary on time. Timely update of staff information in the pay-roll system.
7. Remit the statutory deductions and salary deductions to the concerned agencies on time.
8. Release monthly salary and allowances before end of the month, deduct the statutory deductions and loans from the monthly salary.
9. Provide the information or reports on the transactions or the accounts under its jurisdiction as and when requested.
10. Preparing and reconciling the CD account and General Ledger on a monthly basis.
11. Conduct, monitor and reconcile inter-branch due to/from transactions of branches allocated on a monthly basis and submit it to immediate supervisor every month.
12. Compute the eligibility of staff advance and recommend for approval to the competent authority if eligible.
13. Allocating expenses to branch offices which are paid by HO like IPVPN, bulk SMS, CRR, CIB, annual maintenance fees, others etc.
14. Drafting fund transfer letters and processing in the CBS.
15. Assist the internal auditors, external auditors and regulatory bodies during the on-site inspection and audit.

OTHER RESPONSIBILITIES:

1. Promote image of the Bank by speaking, acting responsibly, showing courtesy and positive attitude to others.
2. Contribute to enhancing customer satisfaction
3. Carry out other task as and when instructed by the supervisor
4. Maintain proper documentation.

5. Observe code of conduct by maintaining confidentiality of information and punctuality at all times.
6. Declaration of Conflict of Interest wherever required
7. Diligent use of office resources (Turning off the electrical appliances/equipment, close the water tap when not in use, etc.)
8. Maintaining proper and clean office decorum at all times.
9. Act as back up of other staff during their absence.