

Immediate Supervisor or Reports to: Finance Manager		
SL#	Area	Responsibilities (including but not limited to)
1	Operations & Expense A/C [A/P]	Process invoices and vouchers related to college operations, verifying expenses against budget provisions, checking status of advances, and completing proper entries in Tally (accounts, ledgers, cost centres).
		Ensure accurate and timely disbursement of payments, including payroll processing and compliance with tax regulations.
		Bank reconciliation statement for Disbursement A/c, monthly reporting, oversee reconciliation processes (e.g., Other BRS, TDS, Salary Tax, and other remittances) and verification of cash balance (Within 5th of following month).
		Cross-checking of payroll entries & monitor related functions for Payroll and streamlining processes thereof
		Compliance to financial regulations and controls in use at all times
		Processing regular payments under standing instruction (rentals for hired facilities)
		Assist in the Stock reconciliation statements / physical verification of inventory, reporting, etc
		Maintain, review and update Chart of Accounts. Maintain and periodically review the Chart of Accounts , cost centers in conjunction with FM, and report any hanging entries in Tally for reconciliation.
2	External / International / Fund / BDO accounts	All Erasmus+ Mobilities and student related transactions as segregated based on University
		Monitor accounting of funds for exchange program(incoming/Outgoing).
		Monitor separate company accounts as necessary (e.g. BDO licenses related to separate entities for training and consultancies), and handle all accounting functions thereof.
		Maintain international student fund transfers, advances (USD Fee received in adv.), deposits, etc.; pass Journal on revenue realization, process documentation of the same and carry out capacity building activities
		Keep track of IRO short-term program advance for assigned programmes
3	Revenue Account [A/R]	Receipting functions related to disbursement transactions (viz. refund of advances)
		In conjunction with AFOs, prepare Revenue Realization Journals and Reporting- Synopsis & Overall Reconciliations along with complete set of documentations and ensure the accuracy and integrity of fee collections, revenue functions, and scholarship allocations.
		Tracking receivables, Preparing Invoices, reconciling, summarizing and reporting of revenues collected via miscellaneous operations, consultancies, trainings, test centres, facilities rentals, etc.
4	Advances: Work, Suppliers, Contractors, etc	Processing advances, Review of advances, monthly reporting on unsettled advances and carrying out aging analysis and followups thereof.
5	Budgets	Assist Finance Manager in the preparation & checking of budget data with regard to accurate use of ledgers and cost centres, & in generating quarterly variance reports, etc.
6	Funds/Grants	Manage and accounting of special funds/grants for research activities, research expense tracking and reporting of such grants e.g. external project grants, in-house Research grants, etc.
7	Audits, Financial Statements, etc.	Assist the Finance Manager in the preparation of Financial Statements - Trial Balance, P&L A/c, Balance Sheet on a periodic basis.
		Assist Finance Manager in finalization of Accounts.
		Attend, make arrangements for, facilitate & support annual audit and other functions.
8	Others	Supervise the maintenance and reporting of the Student Financial Database and contribute to its continuous improvement.
		Manage registrations, and other regulatory requirements in consultation with the Finance Manager.
		Oversee the institution's banking operations, including account management, fund transfers, and payment processing in consultation with the Finance Manager.
		Liaise with banks, financial institutions, and regulatory bodies. Followup and resolve any banking issues, discrepancies, and reconciliation with appropriate institutions.
		Assist in filing returns, obtaining tax clearances, and ensuring compliance with financial regulations.
9	Other Tasks	Monitor grant projects, ensuring funds are utilized as per donor requirements and institutional policies.
		Any other tasks as and when assigned.