

<b>Group</b>	<b>Animal and Fisheries Resource Department- Government of Bihar</b>
<b>Position Name</b>	Manager (Finance & Account)
<b>Age Qualification (In Years)</b>	50
<b>Salary Per Month (Consolidated)</b>	60000/-
<b>Required Qualification &amp; Experience</b>	<ol style="list-style-type: none"> <li>1. CA/ICWA/ MBA (Finance) or equivalent degree from any recognized University.</li> <li>2. Should have minimum 5 years of post qualification experience in finance department in any Govt. Organization /any project funded by state or central Govt.</li> <li>3. Working knowledge of computer particularly- MS word, MS Excel, MS PowerPoint.</li> </ol>
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. To prepare and examine the consolidated budget and any revisions thereto;</li> <li>2. To review and approve the financial progress reports.</li> <li>3. Preparing sanction orders for approval by the Secretary for release of funds based on a scrutiny of the IUFRR's, Utilization Certificates etc.</li> <li>4. Authorizing the processing of invoices for 3rd parties.</li> <li>5. Overseeing that External audits happen for the component in a timely manner; and overseeing the timely submission of external audit reports for the component. The appointment of external auditor will be done by BAPEPS.</li> <li>6. Handling and resolving component audit issues</li> <li>7. Looking after, the daily functioning of the SPIU and the support</li> <li>8. Any other work assigned by State Project Coordinator.</li> </ol>

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