

**RENEW Microfinance Pvt. Ltd.**  
**Terms of Reference**  
**ToR of Accounts Officer, Finance Department.**

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**Overall Job Description**

The Accounts Officer shall work under the supervision of the Chief Finance Officer and shall carry out all functions specified in this ToR.

**Specific Duties and Responsibilities:**

- Data punching in the system
- Responsible for checking the complete submission of forms, bills and petty ledgers and recommending and advising the field staffs on incomplete forms and ledgers.
- Depositing staff payment (incl. DSA) on each staff's personal bank account in the last week of each month.
- Depositing provident fund, gratuity fund and TDS fund.
- Responsible for making bank deposits/withdrawals for head office, branch offices and other institutions.
- Responsible for bank Reconciliation statement.
- The Accounts Officer will act as the officiating Finance Officer in the absence of the Finance Officer.

**Qualification & Experience Requirement:**

- The Candidate must have Bachelor's degree in BBA/B.Com major in Accounting/Finance or in related fields with a min. of 60% aggregate in degree.
- Must have a minimum of 2 years of relevant work experience.

**Skill Requirement:**

- Attention to details.
- High level numeracy skills
- Good Communication Skills
- Experience in operating computerized accounting packages.
- Potential to undertake higher level accounting task.

**Required Documents**

- Curriculum Vitae
- Copy of bachelor's degree Certificates & Academic Transcripts, and Academic transcripts of Class 10 & 12
- Copy of Citizenship ID Card/ Identity Card.
- Security Clearance Certificate (Approved online)
- Medical Fitness Certificate.
- Recommendation Letter from non-family related referees

**Employment Type**

- Regular

**Place Of Posting**

- Head Officer

**Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing RENEW MFI pay scales & in line with the RENEW MFI Service Rules.

