

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Audit, AC DC Bills, Utilization Certificates Expert
Reports to:	Principal Secretary – Finance Department
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD PS[Principal Secretary] --- ACE[Audit, AC DC Bills, Utilization Certificates Expert] </pre>	
3. Key Accountabilities	
<p>Strategizing and Expert Advisory</p> <ul style="list-style-type: none"> • Provide technical inputs and support design of a strategic plan and roadmap for creating audit framework and conducting Financial, Compliance and Performance Audit of the State Departments and Undertakings, in conjunction with relevant stakeholders in the Department (Principal Secretary, Secretaries etc.) and related functionaries • Contribute to the Department's work plan related to maintenance of accounts, financial transactions and other correspondences with robust accounting and audit procedures through insightful analysis and innovative solutions • Conduct domain research and provide insights and perspective to ensure incorporation of best practices and latest trends from across different states and facilitate management decision-making in the domain of settling of Detailed Contingent (DC) bills against the Abstract Contingent (AC) bills • Assist the Department in formulating new policies and reforming existing policies and processes in order to ensure timely issue of Utilisation Certificates to the effect that the funds are utilized for the purpose for which they were sanctioned and no diversion is made • Support the Department in required process and system reforms to ensure effective implementation of the strategic plan and its continuous monitoring, as required • Provide expert advice to incorporate a systematic and disciplined approach in the book keeping system, evaluating and improving the effectiveness of the internal control system and thereby strengthening the financial management of the Government as a whole • Liaise with relevant officials in the Department and support them in ascertaining the compliance with established policies, plans, procedures, laws and regulations and in solving issues related to the efficacy of operations and reliability of financial reporting • Establish and build partnerships with important and relevant national level bodies and organizations like Ministry of Finance, Comptroller and Auditor General of India (CAG), auditing agencies and other leading private organizations to garner support for finance reforms in the state 	

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<p>Continuous Improvement</p> <ul style="list-style-type: none"> Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement
<p>Policies, Systems, Processes & Procedures</p> <ul style="list-style-type: none"> Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner
<p>Related Assignments</p> <ul style="list-style-type: none"> Perform other related duties or assignments as and when required
<p>4. Qualifications and Experience</p>
<p>Minimum</p> <ul style="list-style-type: none"> Bachelor's degree or higher (full time) in any discipline Minimum 10 years of post-qualification experience in Finance domain
<p>Preferred</p> <ul style="list-style-type: none"> Less than 65 years of age as on 1st January 2020
<ul style="list-style-type: none"> Experience of working in the Ministry of Finance / Office of Comptroller and Auditor General, Government of India / equivalent office in any State Governments with experience of working at the rank of Director General and above for IAAS or Principal Chief Controller of Accounts or above for ICAS or their equivalents at the state level
<p>OR</p>
<ul style="list-style-type: none"> Experience in audit with proven track record of working with state / central government organisations / bilateral / multilateral organizations (such as IMF, World Bank, DFID, ADB etc.) in finance / audit
<ul style="list-style-type: none"> Chartered Accountant (completed) from Institute of Chartered Accountants of India <p style="text-align: center;">OR</p> <p>Cost & Management Accountant (previously known as Cost Accountant) (completed) from Institute of Cost Accountants of India (previously known as Institute of Cost & Works Accountants of India)</p>
<p>5. Knowledge and Other Skills</p>
<ul style="list-style-type: none"> Strong interpersonal, negotiation and networking skills Experience of policy and process design, operations development and management in the domain of financial audit and management Excellent knowledge of Audit methodologies and procedures Adept at Indian Accounting Standards, International Accounting Standards (IAS) / International Financial Reporting Standards (IFRS) including interpretations and technical bulletins and Internal Auditing Framework Fluency in written and spoken English and Hindi