



विश्व हिंदी सचिवालय WORLD HINDI SECRETARIAT

भारत व मॉरीशस सरकार की द्विपक्षीय संस्था

A bilateral organization of the Government of India and Mauritius

Job Profile : Accounts Officer

Qualifications: A. (a) A Cambridge School Certificate with credit in at least five subjects including English Language, Hindi and Mathematics or Principles of Accounts obtained at not more than two sittings.

OR

(b) Passes not below Grade C in at least five subjects including English Language, Hindi and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

OR

(c) A Secondary or High School Examination passed from CBSE/ICSE/State Boards of Secondary Education, India with Hindi and English as subjects.

B.

Note: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

(a) A Cambridge Higher School Certificate or Passes in At least two subjects obtained on one certificate at The General Certificate of Education "Advanced Level".

इंडिपेंडेंस स्ट्रीटफेनिक्स , 73423, मॉरीशस ***** Independance Street, Phoenix 73423, Mauritius

दूरभाष / Phone : (230) 6600800 *** फ़ैक्स / Fax : (230) 6064855

इमेल- / email : info@vishwahindi.com, वेबसाइट / Website : www.vishwahindi.com, डेटाबेस / Database :

www.vishwahindidb.com



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OR

- (b) A Senior School Certificate Examination or Higher Secondary Examination Passed from CBSE/ICSE/ State Boards of Secondary Education, India.
- C. A Diploma in Accounting from a recognized institution or Passes in Papers F1, F2, and F3 of the Fundamentals (Knowledge) (formerly Part 1) of the ACCA Examinations.

OR

Equivalent Qualifications to A, B and C above acceptable to the World Hindi Secretariat subject to recognition by the Government of Mauritius and the Government of India.

- D. The Internet and Computer Core Certification (IC3) with knowledge of office package including Computer accounting packages or documentary evidence of any approved IT proficiency programme followed acceptable to the World Hindi Secretariat.
- E. At least two years' post qualification experience in financial duties.
- F. Candidates should have good interpersonal and communication skills.

Note 1: Qualification at A above should have been obtained prior to qualification at B above.

Note 2: Candidates should produce written evidence of experience claimed.

Note 3: In the absence of candidates possessing Hindi at the Cambridge School Certificate or pass in Hindi at the General Certificate of Education "Ordinary Level", consideration may be given to candidates possessing a Certificate in Prathama.

Note 4: Preference will be given to candidates who in addition to the above qualifications also possess Hindi at the Higher School Certificate/GCE "Advanced Level", Madhyama Certificate

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or an alternative qualification in Hindi from a recognized institution.

Duties: Accounts Officer

- a. To assist the Secretary General in the accounting and financial management of the World Hindi Secretariat;
- b. To advise on financial and accounting business of the World Hindi Secretariat;
- c. To keep detailed records in respect of funds managed by the World Hindi Secretariat and to assist in the preparation of financial statements;
- d. To prepare the Annual Estimate;
- e. To put in place necessary internal control mechanism;
- f. To perform duties related to Pension Contribution, PAYE/TDS (tax deduction at source);
- g. To process payroll/allowances.
- h. To help prepare and submit annual financial statements and management reports to the Executive Board/Governing Council;
- i. To be responsible for Stores and Purchasing and stores accounting;
- j. To implement and make use of Information and Communication Technologies in the performance of his/her duties;
- k. To attend to any queries related to financial issues;
- l. To provide materials for replies and to take corrective measures as directed;
- m. To provide and organize on-the-job training to officers under his/her responsibility;
- n. To perform such other duties as may be assigned to him by the Secretary General and which are directly related to the main duties listed above or related to the delivery of the output and results expected from Accounts Officers in the roles ascribed to them.

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