



MISSION DIRECTORATE  
Town Planning Colony, Dhenkanal (RS), Dhenkanal-759013

ADVERTISEMENT NO. 25/03/05/2020

Applications are invited from suitable interested professional/agencies for the following positions on part time contract basis for a period of one year. Job is purely on contract basis and doesn't carry any liability on MISSION for regular appointment at any stage. Applicants are requested to send their CV with passport size photo by mail to [pmu.mission@gmail.com](mailto:pmu.mission@gmail.com) on or before 5.00 PM of 10.05.2020.

| Sl no | Post                    | No of Posts | Qualification  | Maximum Age (As on 01.04.2020) | Experience  | Remuneration |
|-------|-------------------------|-------------|--|--------------------------------|---|--------------|
| 1     | Internal Auditor        | 1           | A bachelor's degree in accounting or business administration or CIA-certified internal auditor or have equivalent work experience.<br><b>OR</b><br>Must have a registered Chartered Firm | 40 Year                        | Three (3) years' of experience in similar field.                              | Negotiable   |
| 2     | Fund Raising Consultant | 1           | A bachelor's degree in any discipline.<br><b>OR</b><br>Must have a registered agency.  | 40 Year                        | At least three (3) years' of proven professional experience in similar field. | Negotiable   |
| 3     | Accounting Consultant   | 1           | A bachelor's degree in commerce with knowledge in Tally.   | 40 Year                        | Three (3) years' of experience in similar field.                              | Negotiable   |
| 4     | Accountant              | 1           | A bachelor's degree in commerce with Tally.  | 40 Year                        | One (1) years' of experience in similar field.                                | Negotiable   |

**Job Description:-**

**Internal Auditor**

1. Examine financial Statements to ensure accuracy, timelines, compliance with applicable standards and regulations.
2. Inspect account books, statement, ledgers, and accounting systems for efficiency and use of accepted accounting procedures.
3. Assess financial operations and make best-practices recommendations to management.
4. Prepare periodic & different financial reports in consultation with Audit firm.



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### **Fund Raising Consultant**

1. Explore fundraising opportunities.
2. Identify and approach possible funding partners and develop relationships with key decision makers.
3. Write and present proposals to new funding partners.
4. Establish partnerships with funding partners and maintain relationship.
5. Submit timely reports on fund utilization and other reports as agreed with the funders.
6. Review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for improvement.
7. Record fundraising information as necessary.
8. Account manager for the funding partners.

### **Accounting Consultant**

1. Book keeping through tally.
2. Preparation of different financial reports.
3. Assist Internal auditor.

### **Accountant**

1. Monitoring spending and budgets.
2. Auditing and analyzing financial performance.
3. Financial forecasting and risk analysis.
4. Advising on how to reduce costs and increase profits.
5. Compiling and presenting financial and budget reports.
6. Ensure that financial statements and records comply with laws and regulations.
7. Keeping account books and systems up to date.

