SAARC ENERGY CENTRE

ISLAMABAD

TERMS OF REFERENCE FOR GENERAL SERVICE STAFF (GSS)

POSITION: Accounts Assistant (GSS-III)

Primary Job responsibilities:

- Handling cash receipts and payments, and prepare cash reconciliation.
- Prepare bank reconciliations.
- Enter financial data in Accounting Software.
- Prepare details of withholding tax, and deposit in bank.
- Prepare payment vouchers and write cheques for payments.
- Prepare Staff Payroll.
- Prepare documents for Joint Audit Team.
- Any other assignment given by Director.

Qualifications and Experience:

- B.Com/B.B.A (Finance) with 3 years post qualification experience of accounts in a private/public/International organization;
- Maximum age limit is 35 Years;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Possess excellent interpersonal and communication skills;
- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Good command on written and verbal English;
- Proficiency in standard application software such as MS Word, MS Excel;
- Candidate having proficiency in accounting software “Tally” or any other related software will be given preference.

SALARY, ALLOWANCES AND BENEFITS

a)	Basic Salary:	US$ 130/- per month
b)	House Rent Allowance:	50% of basic salary per month
c)	Conveyance Allowance:	US$30 per month
d)	Medical Allowance:	US$25 per month
e)	Children Education Assistance	Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 450 per child for a maximum of two children up to Grade XII/A-level. The minimum age of the school-going children for payment of these assistance is 4 (four) years. Reimbursement shall be made on presentation of actual receipt(s) from the educational institutions concerned.
f)	Interim Relief:	10% of Basic Pay per month
g)	Festival Allowance :	Equivalent to one months' basic pay per annum
h)	Leave Encashment:	30 days per annum