



JOB SPECIFICATION

POST	ACCOUNTANT / SENIOR ACCOUNTANT – ON CONTRACT
SALARY	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 (CWA – 59) - PRB 2021
QUALIFICATIONS	<p>A. A pass at the final examination required for admission to membership of one of the following bodies :-</p> <ul style="list-style-type: none">(i) The Institute of Chartered Accountants in England and Wales ;(ii) The Institute of Chartered Accountants of Scotland ;(iii) The Institute of Chartered Accountants of Ireland ;(iv) The Association of Certified Accountants ;(v) The Institute of Cost and Management Accountants ;(vi) The Chartered Institute of Public Finance and Accountancy; <p>OR</p> <p>B. An alternative qualification acceptable to the Central Water Authority.</p>
DUTIES	<p>To be responsible to the Chief Financial Officer for Revenue or Expenditure and Accountancy for :</p> <ul style="list-style-type: none">(a) Representing the Finance Division on matters of Revenue and Expenditure;(b) Preparing Draft Annual Recurrent and Capital Estimates for Revenue or Expenditure, final accounts, financial accounting abstracts and any other data on Revenue or Expenditure for inclusion in annual / periodical report ;(c) Maintaining appropriate records of Revenue or Expenditure and any other records and Ledgers in the accounting system of the Authority ;

- (d) Producing for information and early warning periodical reports and any other financial matters in regard to Revenue or Expenditure currently engaging attention ;
- (e) Ensuring prompt and safe collection of revenue or discharge of liabilities of the Authority ;
- (f) Supervising, controlling and reporting on the personnel of the Section ; and
- (g) Performing other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Note : An Accountant may be assigned responsibility for running the Revenue and Accountancy Section or the Expenditure Section.

Approved by the Central; Water Board on 10th September 2008- CWB (08)218