

Advertisement

**Grant Name: Oceans Partnership for Sustainable Fisheries and Biodiversity Conservation
Project: Ocean Partnerships for Sustainable Fisheries and Biodiversity Conservation
Executing Agency: Bay of Bengal Programme Inter-Governmental Organisation
Grant No. TF 018233**

Recruitment of Consultants for the Ocean Partnerships for Sustainable Fisheries and Biodiversity Conservation – Bay of Bengal regional Project

Recruitment - Finance & Accounts Officer

The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO) is a regional fisheries advisory body with headquarters in Chennai, India (for more details see www.bobpigo.org). The Organisation was established in 2003 through an agreement amongst Governments of Bangladesh, India, Maldives and Sri Lanka. The Organisation works closely with the Member-Governments, communities, trade bodies and international organisations to develop sustainable marine fisheries solutions in the Bay of Bengal region. Presently, the BOBP-IGO is executing the World Bank/Global Environmental Fund (GEF) programme on “Ocean Partnership for Sustainable Fisheries and Biodiversity Conservation – Models for Innovation and Reform”, a Regional Project for the Bay of Bengal (‘the BoB Regional Project’). The Project will be implemented from 2015 to 2018 and will be based at the headquarters of the BOBP-IGO. The Project will work with a wide range of national stakeholders and partners in India. Further collaboration will also involve Sri Lanka, Maldives and Bangladesh in particular. Technical support to the Project will be provided by a range of inputs from both national and international experts.

The objective of the BoB regional project is to develop *business plans* to attract investment into a long-term *pilot* on sustainable fisheries based in coastal Tamil Nadu in south India and to contribute to the global objective of the programme ‘*to catalyze pilot investment into selected transformational public-private partnerships that mainstream the sustainable management of highly migratory fish stocks spanning areas within and beyond national jurisdictions*’.

The BOBP-IGO is looking for suitable consultants from India for appointment to the following positions on purely contractual basis. The contract will be initially for a period of one year and is extendable for another two years. Interested candidates should be willing to work in flexible hours and undertake frequent travels. Knowledge of local language is an added advantage. Women candidates are encouraged to apply.

To apply for the job, please send an email to admin@bobabnj.org and copy to info@bobpigo.org with following details:

- (i) Letter of intent (Explaining your suitability and willingness to take the job);
- (ii) A detailed curriculum vitae (CV) to demonstrate relevant expertise and qualifications; and
- (iii) Contact details of three independent referees.

Please specify the name of the position in the subject line.

Candidates will be shortlisted based on the strength of their Letter of Intent and CV. Only shortlisted candidates will be informed and called for personal interviews. BOBP-IGO will provide economy class airfare/AC-II Tier fare by the shortest route for travelling to Chennai.

Position 01

Job Title:	Finance & Accounts Officer
Job Type:	Professional & Technical
Location:	Chennai, India
Recruitment Type:	Local hire
Language requirement:	English (essential)
Compensation:	INR 54,000 per month all inclusive
Period of engagement:	Initially for one year, extendable for another two years
Closing date:	Twenty (20) days from the date of publication of the advertisement.

Objectives, Roles and Responsibilities

The Finance & Accounts Officer (FAO) will be responsible for maintaining the accounts and cash for day to day transactions of the Project; preparation of periodic financial statements; preparation of payroll and settling of accounts. S/He will also coordinate with the Project Manager regarding supervision of the financial management of the national and international service providers recruited for the Project. The followings are the detailed TORs for the FAO:

- to maintain office accounts, preparation of payment/receipt vouchers;
- to ensure that all the invoices have necessary approvals and internal control in place;
- to update the accounts regularly;
- to reconcile Bank balance and funds of the Project each month.
- to prepare payroll and vouchers and ensuring correct deduction of personal expenses and advances, if any and to deposit TDS/VAT in prescribed forms and formats timely;
- to prepare periodic budget and other financial statements and reports;
- to liaison with financial institutions and ensuring that reconciliation in place;
- to liaison and coordinate with external auditors and their hiring process; and
- to coordinate with donors, partners and other stakeholders.

Key Outputs and Schedule

Key deliverables for the position are envisaged as publication of:

- (i) Monthly and quarterly financial statement;
- (ii) Annual financial statement [12th Month]; and
- (iii) Financial M&E Report [6th, 12th, 18th Month].

Profile and Qualifications Required

The profile and qualification of the FAO should include the following:

- (i) Advanced degree in Commerce/Accountancy/Chartered Accountancy/Accounting Technician;
- (ii) Minimum of 5 years of post-qualification experience;

- (iii) Candidates with professional qualification such as chartered accounts or certificate in international accounting practices will be preferred;
- (iv) Proficiency in computer application and ability to work in a multi-cultural environment is essential;
- (v) Candidates with experience in national/ international organizations will be preferred;and
- (vi) The candidate may be required to undertake field travel.
