

## **JOB DESCRIPTION**

1. Facilitating business plan and commercial aspects of business decisions
2. Developing and managing financial management systems and policies
3. Ensuring the effective financial management by supporting the planning and implementation of policy objectives
4. Preparing and monitoring budgets and accounts
5. Preparing reports on annual accounts and budget information
6. Controlling the overall capital and revenue budgets for departments
7. Assessing and advising on estimates for project funding and continuing running costs
8. Preparing recommendations on large-scale projects
9. Conducting internal audits
10. Examining financial records and statements and checking them for accuracy.
11. Keeping up to date with developments in public sector financial and management accounting practices

## CTC DETAILS

CTC breakup as on date is given below :<sup>2</sup>

<b>Job Group</b>	<b>A1 (E2)</b>
<b>SCALE</b>	<b>50000-160000</b>
<b>SALARY COMPONENTS.</b>	
Basic Pay	50,000
Dearness Allowance (@51.8%)	25,900
House Rent Allowance (@ 30%)	15,000
<b>35% PRKS &amp; ALLOWANCES</b>	17,500
<b>BENEFITS OUTSIDE 35% PERKS &amp; ALLOW (Conveyance, Leave Encashment, Communication Expense, PC on Hire, Mobile Handset)</b>	23,838
<b>INCENTIVES</b> ( <a href="#">PRP@ average basis</a> )	19,000
<b>30% BP+DA SUPERAN. BENEFIT</b>	22,770
<b>TOTAL (PER MONTH)</b>	<b>1,74,008</b>
<b>TOTAL (PER ANNUM)</b>	<b>20,88,096</b>