

## Terms of Reference

### **Consultant- Accounts & Administration Centre for Child Protection, Sardar Patel University of Police, Security & criminal Justice Government of Rajasthan**

#### **Background:**

To affirm Rajasthan Government's Commitment towards adopting a rights-based approach to address the continuing and emerging challenges in the situation of children, the Sardar Patel University of Police, Security and Criminal Justice (SPUP), established Centre for Child Protection (CCP) in the year 2015. CCP was instituted with the mandate to strengthen preventive and protective child protection systems as its core area of work and to be the coordinating link between different departments working for and with the children for creating and promoting just, protective and enabling environment for children, in partnership with the various child rights actors. As a centre of excellence on study, research and capacity building on child protection, CCP, Jaipur, Rajasthan, has made significant step forward towards its vision and mission for children.

#### **Purpose of the assignment**

The person will be responsible for maintaining accounts/finance and admin work of CCP. As per accounting principles and university policy the consultant is expected to prepare and check vouchers and bills of all expenses and verify them, timely preparation of statement of expenditure and sending the same to Director, CCP. Some of the key deliverables of the Consultant-Accounts and Administration are as follows:

##### **1. Accounting tasks:**

- Prepare vouchers with bills and supporting
- Processes forms such as expenditure claims and prepare cheques for payments
- Process request for advances with cost estimates
- Post vouchers in Tally package
- Prepare monthly bank reconciliation statement
- Prepare monthly statement of expenditure or suggested forms
- Preparation and submission utilisation certificates to funding agencies
- Variance analysis: comparison of budget and actuals and justification for variance
- Coordination with internal auditor for regular check and internal audit

##### **2. Administrative tasks:**

- Preparation of note sheets with supporting documents for taking necessary approval of Director, CCP.
- Preparation of necessary letters, memos and communications.
- Record-keeping: maintaining office filing and recordkeeping systems; employee time-sheets, leave applications, travel records, courier distribution logs, purchase requisitions and online supply orders; submit print requests maintain databases, records, confidential files and other information for Centre.

##### **3. Staff support tasks:** Looking after all the admin and account arrangements of CCP, liaison with banks, coordinates the meeting arrangements by assisting the team, payments of vendors, maintenance of files and records and assure its confidentiality, receive and distribute the faxes

and e-mails, maintains inventory of office supplies and orders as necessary, operates standard office procedures, ensure safety of equipment and records, manage guests and visitors, ensure the internal notice board is up to date with information, booking arrangements for program related travel and fooding, prepare all registers as per suggested by SPUP and the Director, support the procedures and systems of cooperation, assist the Centre for Child Protection team in organizing consultations, workshops and prepare workshop financial report.

#### **4. Any other assignment as decided by Director, CCP.**

##### **Duration of consultancy**

264 days (22 days per month) from the date of signing of agreement. After completion of 264 days, extension will be based on the performance review by Director-CCP and availability of resources for running of programme.

##### **Supervisor**

Director- Centre for Child Protection, Sardar Patel Police University, GoR.

##### **Official travel involved: (itinerary and duration)**

Travel to villages, blocks, districts in the state, and other venues as and when required up to 4-6 days per month.

##### **Estimated cost of consultancy**

Consultant' fess @ Rs 1000 per day x 22 days x 12 month = Rs.2,64,000/- (Including DSA and travel).

##### **Leave and other policy**

Applicable as per Government of Rajasthan Norms.

##### **Qualification, specialized knowledge/experience required for the assignment:**

- Graduate/Post Graduate in Commerce, Business Management with specialization in Accountancy/Finance.
- Excellent knowledge of accounting package (Tally ERP 9-latest version) and MS-Office (MS Excel, MS Word, MS Power-point).
- Two to three years experience of working as an accountant will be an asset.
- Fresher can also apply, weightage may be given for outstanding academic track record.
- Excellent communication skills
- Take initiative, passion and commitment to CCP's mission and professional values.

Would appreciate if you could apply by Tuesday, 22<sup>nd</sup> January, 2019 at [ccp@policeuniversity.ac.in](mailto:ccp@policeuniversity.ac.in)

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