

## **Administrative Officer/Officer Bearer- Terms of Reference**

1. Responsible for overall coordination and supervision of Administration and Finance Division.
2. Responsible for budgeting, planning and maintaining proper book of accounts.
3. Providing financial reports, statistics, forecasts and other necessary data to the management.
4. Prepare financial statement such, balance sheet, income statement, cash flow of the Company in accordance with the BAS and any other relevant rules.
5. Prepare final accounts of the Company and to be certified by board, RAA and statutory Auditors yearly.
6. Ensure the sustainability and financial viability of the Company for those businesses related to small and marginal farmers.
7. Ensure timely settlement of bills (receipts and payments) and invoices by making sure that the bills and vouchers processed by the subordinates are as per rules.
8. Controls irregular, excess, inadmissible, unauthorized and unbudgeted payments by ensuring that all financial rules, regulations and procedure are strictly followed.
9. Facilitate conduct of internal and external audits (statutory audit and Royal Audit Authority) and ensure that their recommendations are complied with and implemented. He/She shall also be responsible for co-ordination and settlement of audits observations.
10. Responsible for pay fixation for the Company's employee for submission to Management and Board, as may be required.
11. Prepare monthly management and board reports that provide clear and relevant management and business information.
12. Provide timely financial data to the Management and Board on the matter relating to expenditure and revenue.
13. Monitor and guide the Administrative, Finance, HR, and Procurement Officer to effectively carry out the administration, property management/ maintenance.
14. Ensure that the Division's activities are in line with the Company's mandates.
15. Analyze performance of the Company and recommend measures to improve.
16. Ensure timely preparation and submission of annual returns to Registrar of Companies, corporate tax and renewal of statutory documents.
17. Develop and implement Performance Management System.
18. Develop Human Resource Development Plan, review and propose revision periodically.
19. Any other task assigned by FMCL BIO Board and Management from time to time.

**Position Title: Administrative Officer/ Officer Bearer**

**Position Level: P5**

**Pay Scale: 20, 230 – 505 – 30, 330 (Negotiable based on experience)**

**Allowances: 20% HRA and other allowance admissible by the SRR**

**Appointment Type: Regular**

**Minimum Qualification: General Graduate**

Work Experience: working experience shall add an advantage for selection interview; further relevant higher qualification shall be given preference for selection.

**F. Other Requirements:**

1. Bio Application Form (download from [www.....](#))
2. Curriculum Vitae (CV)
3. Copies of:
  - a. Academic Transcripts (Cl. X, XII and Degree)
  - b. Valid copy Security Clearance Certificate
  - c. Valid copy Medical Fitness Certificate
  - d. copy Citizenship Identity Card (CID), and
  - e. No Objection Certificate, if Employed
  - f. Merit Certificates