

Position Title:	Center Accountant		
Band:	B1	Department:	Accounts
Reports to:	Center Manager / Head Office Team	Reported by:	
Job Objective			
<p>A Center Accountant's responsibility is to prepare timely overall Monthly and Weekly consumption, Financial reports, Handling Petty Cash, Doctors payouts in the easy way and see it that the operations are in the smooth way by co-coordinating with HO team and to report to center manager.</p>			

Detailed duties and responsibilities

- Daily Cash collection from all the departments
- Depositing cash in the bank after verifying the data in the Software Package (SOS)
- Verification of bills with the package price list (In coordination with IP billing team)
- Cross verification of all entries passed through the Software Package with Oracle on a daily basis
- Stock checking and verification in Pharmacy/Laboratory/Operation Theaters etc on monthly basis
- Bank Reconciliation of all the Bank accounts of the Center
- Handling petty cash and its accounting
- Assisting in Administrative activities
- Collection of all expenses bills and sending them to Head Office for accounting with proper documentation
- Debtors' collection, accounting and Reconciliation
- To help HO Accounts team as and when necessary for closing books, audit etc.
- Ensure that all financial/accounting policies and controls are strictly implemented
- Suggesting Process improvement
- Maintain an Accounts Tracker
- Cash certificates on monthly basis to Head Office.
- Timely disbursement of doctors payout sending daily DCR report to all concern department

Key Result Areas

- Doctors Payout: Preparing the Doctors payouts in the time scheduled to Head Office with approval by center head.
- Deviations : Revision of payout for more than 5 times & Delay in sending the report -1
 Revision of payout for more than 3-4 times & Delay in sending the report
 - 2 Revision of payout for more than 2 times & Delay in sending the report - 3 Revision of payout for more than 1 time & Delay in sending the report - 4 Perfect payout and no delay in sending the report- 5

- Daily cash collection –Collecting from Customer Care Department and submitting to bank on daily basis Deviations :

Failing to collect cash and card details on time and not submitting to bank for more than 5 times in

a one month -1

Failing to collect cash and card details on time and not submitting to bank for more than 3-4 times in a one month –2

Failing to collect cash and card details on time and not submitting to bank for more than 2 times in a one month –3

Failing to collect cash and card details on time and not submitting to bank for more than 1 time in a one month –4

Collecting cash and card details and updating on time without any delays submitting to bank -5

Petty Cash: Approval from center manager for the usage of petty cash. Daily Statement updation and 2-3 days prior information to HO on the status

Deviations –Delay in updating on the statement to HO for than 5 times –1 Delay in

updating on the statement to HO for than 3-4 times –2 Delay in

updating on the statement to HO for than 2times –3 Delay in updating

on the statement to HO for than 1 time –4 updating the statement to

HO in time without any delays –5

Outstanding Payments: Cross checking GRN and process the vendor payment through updating in the tracker, Processing donor, Recruiter and lawyer payments within the agreed time.

Deviations- Delay in processing the payments within the require time for more than 5 times in a

month-1 Delay in processing the payments within the require time for more than 3-4 times

in a month-2 Delay in processing the payments within the require time for more than 2

times in a month-3 Delay in processing the payments within the require time for more than

1 time in a month-4 Processing all the payments within scheduling time-5

Consumption and Audit report: Physical stock audit of all the departments, and weekly , monthly consumption report to HO with approval of the Center manager

Deviations- Fail to do physical audit in time and Delay in sending the report more than 5 times in a month-1 Deviations-

Fail to do physical audit in time and Delay in sending the report more than 3-4 times in a month-2 Deviations- Fail to do

physical audit in time and Delay in sending the report more than 2 times in a month-3 Deviations- Fail to do physical

audit in time and Delay in sending the report more than 1 time in a month-4

In time physical audit and timely consumption report to HO -5

Qualification

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Experience
(Indicative)

2-3 yrs

External Interface

Internal Interface

- Vendor

- Consultants
- All departmental heads in the centre
- Nursing staff
- Housekeeping staff
- Pharmacists

Approved by:

Date: