

CSDPDH Account Payable Assistant & CSDPDH Banking & Account Receivable Assistant

Notice No: 20-DELHI CSDP-623

Section: CSDPDH Finance

Location: High Commission of Canada, New Delhi

Level: LES 05

Salary: Rs.: INR 643,536 /- per annum (non-negotiable)

Additional Benefits: 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

Issuance Date: 17 November 2020

Closing Date: 01 December 2020

Employment: Indeterminate, Term and Emergency Assignments

Hours of Work: 37.5 hours/week

OPEN TO:

- Individuals who are currently residing & eligible to work in India
- All employees of the Consulate General of Canada and Canadian missions in India
- Spouses/Dependants of Canada-based staff

ALL APPLICANTS MUST:

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India

Mandatory Screening Qualifications:

Education: Government recognized University degree in, finance, commerce, accounting or business administration.

Language: Fluency in English language (written and oral).

Experience: At least **two (two) years of recent (within the past five (5) years)** & relevant work experience in a medium/large organization, preferably a Multinational/ International Organization in the following areas:

- Processing account payable and/or revenue and account receivable transactions using SAP software
- Exposure and experience in handling wide range of accounting/financial management services

Experience reading, reviewing and/or interpreting policy documents or administrative procedures.

Experience making recommendations to management (supervisors or above).

Computer Skills: MS-Office (including Word, Excel, PowerPoint), MS Outlook, Internet. SAP

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of accrual accounting and financial management practices
- Knowledge of processing and verifying invoices or accounts to ensure accuracy and compliance with procedures
- Knowledge of banking & processing account receivable transactions

Ability:

- Ability to communicate effectively orally (English)
- Ability to communicate effectively written (English)
- Ability to work in a team environment
- Ability to analyse completeness of financial documents, interpret information and enter data into a computer system
- Ability to follow instructions and apply rules

Personal Suitability:

- Professional Integrity
- Adaptability & Flexibility
- Focus on Quality & Details
- Client Service
- Judgement
- Being a Team Player (Willing to help team members as needed)

Job Resume:

CSDPDH Accounts Payable Assistant:

Under the general supervision of the Account Payable supervisor, inputs and maintains data in GAC's Financial Management System (FAS); provides accounting and financial services to the Common Service Delivery Point (CSDP) and its client missions; provides financial services to the managers and staff of CSDPDH and/or client missions; manages information and account payable files; and performs other duties related to CSDPDH activities.

CSDPDH Banking & Account Receivable Assistant:

Under the general supervision of the CSDPDH Financial Control Officer, inputs and maintains data in GAC's financial management system (FAS); provides accounting and financial services to the client missions of the Common Service Delivery Point (CSDP); provides financial services to the managers and staff of CSDPDH client mission; manages information, revenues and accounts receivable files; and performs other duties related to CSDPDH activities.

Selection Procedure:

All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job. **Please submit a cover note with your candidature, clearly indicating how you meet the screening requirements. Failure to do so will result in the rejection of your application.**

Candidates screened in will be contacted for further assessment, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as a part of the hiring process.

The results of this competition may also be used to establish an eligibility list to staff similar openings at the High Commission of Canada, Delhi which may arise in the 24 months following the completion of this competition.

Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for any information.

Conditions of Employment (MUST BE MET):

The appointment of the successful candidate will be subject to a Reliability Check (RC) obtained by the Management. To conduct the Reliability Check (RC), the candidate will have to submit the following documents on being selected by the mission.

- **Police clearance certificate (Character Certificate)**
- **Letter of recognition from your bank stating your name, years of client service and your address**
- **Professional and educational certificates and mark sheets (i.e., academic transcripts)**