

CHILDREN'S FILM SOCIETY, INDIA

An Autonomous Body under the Ministry of Information & Broadcasting, Government of India

Applications are invited for the post of an Administrative Officer (Permanent Post)

CFSI is a National Government organization committed to producing, distributing and exhibiting children's films that are both entertaining and educative.

We are looking for a highly creative, dynamic and committed professional to lead CFSI.

WORK PROFILE OF AN ADMINISTRATIVE OFFICER

The Applicant will be responsible for administrative and personnel services and maintaining day to day financial, administrative matters, in order to meet government requirements and support the Organisation.

EDUCATIONAL QUALIFICATIONS

- The Applicant must have

A Graduate degree of a recognized University

A degree/diploma in Business Management (Desired)

Experience of working with children or on programmes for children

Ability to communicate fluently, orally and in writing in English and Hindi.

Knowledge of one India language other than Hindi

Knowledge of Media, like Films, TV, Social Media, etc.

SCOPE

He/She will report to the Chief Executive Officer and will be responsible for assisting with preparation of financial statements, maintaining cash controls supervising the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. He/She must work within government policies and procedures and in compliance with all Rules and Regulations of the Organisation.

Provide adequate services, accurate financial statements and financial management for employees, contractors and suppliers and process accounts in an accurate and timely manner.

RESPONSIBILITIES

- Administer and monitor the financial system in order to ensure that the grant-in-aid/finances are maintained in an accurate and timely manner
- Assist with preparation of the budget
- Implement administrative/ financial policies and procedures
- Ensure data is entered into the system
- Ensure transactions are properly recorded and entered into the computerized administrative/ accounting system
- Assist with the annual audit
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies
- Ensure the safeguarding of all funds received from the Government
- Manage distribution of utilities bills and collections of accounts

- Administer employees' files and records in order to ensure accurate payment of benefits and allowances
- Administer employment agreements
- Verify and report on benefits payments
- Maintain the leave management system
- Supervise completion of the payroll
- Review payroll reports
- Supervise administrative services within the office
- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Maintain insurance coverage
- Assist with preparation and advertising of contract documents
- Administer contracts
- Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- The incumbent must have proficient knowledge in the following areas:
 - Computerized accounting programs
 - Administration of employees benefits, payroll systems and reporting
 - Office administration
 - Understanding of relevant Govt. policies and procedures

SKILLS

- The incumbent must demonstrate the following skills:
 - Supervisory skills
 - Team building
 - Analytical and problem solving
 - Decision making
 - Effective verbal and listening communications
 - Effective written communications
 - Computer skills including the ability to operate computerized accounting, and word processing programs at a highly proficient level
 - Stress management skills
 - Time management skills
 - Personal Attributes
- The incumbent must maintain strict confidentiality in performing the duties of the Administrative Officer.
- The incumbent must also demonstrate the following personal attributes:
 - Be honest and trustworthy
 - Be respectful
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Demonstrate sound work ethics

PAY SCALE

Pay Band 3 (15600 – 39100)

With Grade Pay 5400

And Pay Band 15,600

Gross salary approx. Rs. 56,394/-

Candidates working in Government/Quasi Government, Public Sector Undertakings should send their application through proper channel.

Application with bio-data to be addressed to **The Chief Executive Officer, Children's Film Society, India, 8th Floor, Films Division, 24, Dr.G.Deshmukh Marg, Mumbai-400026** by **super-scribing the envelope mentioning the post applied for** should reach within 21 days of publication of this advertisement.