

# Deputy Manager Funds & Revenue

Job

Position Title: Deputy Manager Funds & Revenue
Job Scale/ Grade: 0P4(A)
Max. Age Limit Required: 40 years
Age Relaxation: None
Job Type: Contract
Min. Experience Required: 5 years of work experience in the field preferably of revenue collection & accounting, revenue & fund management.
Vacancies/Slots: 01
Advertisement Date: 28th January 2025
Last Date to Apply: 13th February 2025

Job Description:
<ul style="list-style-type: none"><li>• Oversee the preparation and maintenance of the annual accounts for the R&amp;D Fund.</li><li>• Maintain accurate records of all contributions made to the R&amp;D Fund by licensees &amp; Coordinate with stakeholders to ensure timely and accurate reporting of contributions.</li><li>• Prepare quarterly revenue accounts for the R&amp;D Fund, ensuring accuracy and completeness.</li><li>• Coordinate the disbursement of funds to Ignite Company and R&amp;D Fund in alignment with the approved annual budget.</li><li>• To keep record &amp; coordinate R&amp;D Fund contributions made by licensees and Reconciliation with PTA.</li><li>• Preparation of R&amp;D Fund revenue accounts on quarterly basis along with assistance in their annual audit from chartered accountants firm as well as the auditors of AGP.</li><li>• Reconciliations of contribution/collections, aging-analysis of contribution receivable from the contributors of R&amp;D Fund;</li><li>• Reconciliation of bank accounts of the R&amp;D Fund on monthly basis;</li></ul>

Education
<ul style="list-style-type: none"><li>• Bachelors/Master’s degree with major in Finance</li></ul>

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