

## **DUTIES OF ASSISTANT SECRETARY (FINANCE), RSAOI, BANGALORE**

1. Assist Secretary in day-to-day functioning of the RSAOI financial management.
2. Ensure that the Accounts of RSAOI is closed every month and reconciled with Bank Statement. Review all online / ledger entries and prepare a report to the RSAOI Management monthly.
3. Get the Accounts audited by an external CA every month, before presentation of financial report to the Management as per the laid down timelines.
4. Monitor and ensure correctness of Pay & Allowances including checking for the updates of the payroll.
5. Financial supervision over all storekeepers, vendors, and timely clearance of bills / dues. Scrutiny of bills before making payments. Ensure bills presented by vendors are as per the price agreement and no loss arises to the Institute.
6. Monitoring of annual subscriptions by members, and ensure that timely information is passed to the members by email & SMS on outstanding payments. Ensure all dues and penalties are timely collected as per the SOP.
7. Ensure correct entry of data into the financial software and reconcile any differences. Regularly interact with the Clubman Co to upgrade system software and organize online classes to the staff handling each financial module of the software.
8. Responsible for preparation of accounts reports during Executive Committee Meetings and all decisions carried by the RSAOI Management to ensure maximum benefit to the members and the Institute.
9. Forecast changes in price variation and obtain necessary approval of Management, to implement plans to manage the accounts. Conduct weekly meeting with staff & supervisors to review income & expenditure reports.
10. Provide training to all clerks and staff handling financial transactions in the Institute and newly appointed clerical staff. Communicate and coord with internal team / supervisors to deliver solutions.
11. Finalise all the contracts / work orders pertaining to Works / Maintenance / Purchases.
12. To officiate as Secretary RSAOI during his absence.