

JOB DESCRIPTION – ACCOUNTANT

Job Title: Accountant - LAICO	Working Hours: 9.00 - 6.00
Location: LAICO	Reports To: Administrator
Department: LAICO - Administration	
Prime Job: Maintain LAICO accounts , projects accounts and foreign contributions	
Main Responsibilities: 1. Maintain LAICO accounts , projects accounts and foreign contributions 2. Support to other hospital accounts	
Key Task: 1. Maintain LAICO accounts , projects accounts and foreign contributions • Maintain daily accounts of Consultancy, training, research and project division <ul style="list-style-type: none"> ▪ Voucher and cash maintenance (Payment & receipts) ▪ Monthly project report ▪ Foreign contribution audit for Goval trust ▪ Staff personal phone bills maintenance ▪ Finalizing LAICO accounts and other works advised by Mr. RDT 	
2. Support to other Braches (hospital) accounts AEH - Madurai AEH - LAICO reconciliation Salary Duty (monthly once) AEH - Pondy, Theni, TVL, CBE Brach Reconciliation Internal accounts verification & modification by branch visit	
3. Others: • Income & expenditure statement for Goval Trust (incl. all branches)	
Working Relationship: Needs to work with Central account department of all branches and staff of LAICO.	
Freedom To act: ❖	
Signature:	