

UP STATE BRIDGE CORPORATION LIMITED

"SETU BHAWAN" 16-MASAN MOHAN MALVIYA MARG, LUCKNOW-226001. (UP), INDIA,
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Ref: UPSBCL/2019-20/10-jan-2020

Date: 10th, January, 2020

Invitation of Expression of Interest cum proposal for Individual Consultant

Expression of Interest cum proposal is invited from eligible and qualified individual Chartered Accountant Consultant for *Financial and Accounting Management Support Services* in UP State Bridge Corporation Limited, Lucknow. The individual consultant will be hired on initially for three months which may be extended further on satisfactory performance. The Consultant will provide the financial management support services to the Finance & Accounts team of the corporate office, Lucknow for proper maintenance of financial accounting systems, record keeping and finalization of annual accounts of the Corporation for the FY 2016-17 and onward. The consultant will also be responsible for providing day-to-day financial management advisory services for accounting functions of the corporation head office as required for successful implementation of financial and accounting system of the corporation. The scope of work, expertise, qualification and experience required for the consultant position can be viewed on our web-site www.bridgecorporationltd.com. Individuals willing to participate are required to furnish their detailed profile indicating their relevant expertise, qualification, experience with different organization and trainings undertaken.

Expressions of Interest cum proposal must be delivered to the Managing Director, UPSBCL at above address till January 18, 2020.

Managing Director,
UPSBCL

UP STATE BRIDGE CORPORATION LIMITED

MADAN MOHAN MALVIYA MARG, LUCKNOW

Terms of reference of Financial Consultant/ Advisor

I. **Background:**

UP State Bridge Corporation Limited intends to hire the services of a Chartered Accountant as a Consultant to provide financial management support services on retainer basis. The Consultant will provide the financial management support to the Finance & Accounts team of the Corporate Office, Lucknow for proper maintenance of financial accounting systems, record keeping and finalization of annual accounts of the company for the period starting FY 2016-17 and onwards. The consultant will also be responsible for providing day-to-day financial management advisory support services for accounting functions of the corporation head office as required to be done for successful implementation of financial and accounting systems of the corporation.

II. **Scope of work:**

The FM Consultant will provide technical, commercial, and financial support services to Financial Controller /Managing Director in day to day functions of the Project with specific focus on following:-

- Providing support for implementation of proper accounting and financial management systems in the Corporation.
- Providing support for capturing the various expenditure of the corporation in appropriate accounting head/manner following the relevant accounting standards and guidelines.
- Providing support for consolidation of financial information for the reporting purposes.
- Providing financial management support for finalization of Balance Sheet and annual accounts of the Corporation and its units.
- Providing support for getting the Accounts audited by Internal Auditors, Statutory Auditors and AG Auditors.
- Assisting FC & MD on key decisions by providing financial management support.

III. **Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate that the essential functions of the consultant as described above. The incumbent should have in-depth knowledge and expertise in the field of financial management, internal controls/systems development & implementation, accounting, preparation of Balance Sheet/Annual Accounts of a body corporate, auditing & reporting, taxation, general management and ability to resolve problems that requires the exercising of good judgment. The incumbent should also have proficiency in computer operations and applications specially,

Excel, MS Office, Power Point Presentation and Accounting software. Experience of working with the government sector will be an added advantage.

IV. Qualification & Experience

- Qualified Chartered Accountant with minimum 25 years post qualification experience.
- Candidates having worked full time with the Public Sector Undertaking and Government Project will be given preference.

V. Duration of engagement:

The requirement is on advisory/consulting services on retainer basis. The Financial Consultants/Advisor will be hired initially for 3 months on monthly remuneration basis. The consulting services may be extended for further period based on satisfactory performance and need of the services. The Financial Consultants/Advisor will be required to put a minimum of 80 hours in a month for execution of the assignment based on its requirement.

VI. Assistance and facilities to be provided by the employer:

The Corporation will provide all necessary support inputs (like proper office space, computer, laptop, other gadgets and support of accounts and finance officials/staff) to the Financial Consultant/Advisor for proper functioning and performance of the task assigned.

VII. Output Deliverables of the Financial Consultant/Advisor:

1. Satisfactory professional services to the Corporation in respect of above assigned task.
2. Reports and other documents developed and generated in discharge of above assigned task.

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Curriculum Vitae (CV)

1. **Proposed Position:** _____

2. **Name:** _____

3. **Father's Name:** _____

4. **Address:**

a) **Permanent:** _____

b) **Present:** _____

5. **Telephone/Mobile/E-mail:** _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education:** *(from graduation to professional qualification)*

Sr. No	Level Exam	Board/Institution	Year of Passing	% of marks obtained	Remarks

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

Responsibility handled: _____

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

12. A) Expected Monthly Remuneration & Benefits: _____

B) Yearly increase expected should be indicated in %, if required _____ %

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes about me, my qualifications, and experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature] Date: _____
Day/Month/Year