

**Indian Red Cross Society (IRCS) inviting applications for filling the post of  
Treasurer of the Society, IRCS, NHQ, 1-Red Cross Road, New Delhi-110001**

**About IRCS:**

The Indian Red Cross Society is a voluntary humanitarian organization, established under the IRCS Act XV of 1920, having a network of over 1200 branches throughout the country, providing relief in times of disasters/emergencies and promoting health & care of the vulnerable people and communities. It is a leading member of the largest independent humanitarian organization in the world, the International Red Cross & Red Crescent Movement. The Mission of the Indian Red Cross is to inspire, encourage, and initiate at all times all forms of humanitarian activities so that human suffering can be minimized and even prevented and thus contribute to creating a more congenial climate for peace.

**Position open:** Treasurer of the Society

The provisions of the IRCS Act, 1920 read with Rules framed thereunder provide for the appointment of the Treasurer of the Society and also lay down its role and responsibilities. Accordingly, the Treasurer plays an important role in the Society.

**No. of positions:** 1 (One)

**Age limit:** Minimum 50 years as on 01.06.2024

**Duration:** Full-time position for three years, which could be extended further for a maximum of 5 years.

**Role & Responsibilities:**

The primary objective of the Treasurer of the Society is to oversee the financial management of the organization, ensuring transparency, accountability, and sustainability in the utilization of funds and the safety and security of assets. The responsibilities of the Treasurer of the Society include:

1. Advising the Chairman of the Society on the following matters:
  - a. re-appropriating budgetary allocation from one major head of account to another major head of account;
  - b. authorizing expenditure on items not contemplated in the Annual Budget of the Society, subject to the availability of funds;
2. Taking necessary action on the Auditor's report on annual accounts of the Society in consultation with the Secretary-General.
3. Functioning as a member of the Finance Committee of the Society.
4. Approving all transactions, endorsements, discharges, and communications to the bankers of the funds and others concerned regarding investments including the placings and taking up of fixed deposits.

5. Responsibilities relating to accounting, budgeting, and investment, supervising and monitoring the maintenance of books of accounts, cast upon under the standing orders and policies of IRCS.
6. Any responsibility assigned by the Managing Body of IRCS
7. Any responsibility assigned under the applicable laws in force from time to time.

### **Minimum Qualifications & Experience:**

#### A. Essential

1. Graduate from a recognized university and professional qualification as a Chartered Accountant/Cost Management Accountant/Company Secretary, and either having:
  - a. an overall experience of at least 20 years in handling finance, accounts, administration, management, etc. or
  - b. an overall experience of at least 20 years in handling finance, accounts, administration, management, etc., as an officer belonging to All India Services, (Grade-'A') Govt. of India.
2. Requisite knowledge of computer applications and AI.

#### B. Desirable

1. Experience as a Treasurer or an equivalent position in any Statutory Organization
2. Prior experience in a humanitarian or social organization.
3. Fluency in written and spoken English & Hindi.
4. Updated knowledge of relevant laws, accounting standards, statutory financial compliances, and rules & regulations of the Central Government.
5. Excellent oral and written communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
6. Strong analytical skills and attention to detail, with the ability to interpret financial data and trends effectively.

### **Remuneration and other perks:**

- a. Remuneration will be commensurate with the age, experience, and current emoluments drawn by the applicant.
- b. The selected candidate will be entitled to unfurnished accommodation by IRCS, subject to availability, on payment of the appropriate license fee as per IRCS Policies.

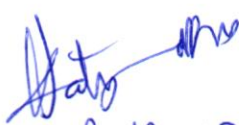
### **How to apply:**

Interested candidates should submit their application along with the following documents, **addressed to Secretary General, IRCS** through an **email** at [rkjainsg@indianredcross.org](mailto:rkjainsg@indianredcross.org) (in 1 pdf file) with subject line 'Application for the post of Treasurer of the Society' or **speed post**, in a sealed cover marked as 'Application for

the post of Treasurer of the Society' to IRCS NHQ address at 1 Red Cross Road, Delhi-110001:

1. A cover letter expressing the applicant's interest in the position and highlighting his/her suitability for the position.
2. A detailed resume outlining the applicant's qualifications, work experience, and achievements.
3. A self-declaration that no disciplinary actions or criminal proceedings are pending against the applicant.
4. Copies of the applicant's educational certificates, professional credentials, and other supporting documents, if any.
5. Copy of Birth Certificate/Matriculation Certificate as proof of Applicant's date of Birth.
6. Name and contact details of at least two professional references.

The deadline for submitting applications is 13<sup>th</sup> December 2024.

  
HR Manager