

Scheme of Service

Organization	Employees Welfare Fund
Post	Accounts Clerk
Salary	Rs15475x350-17225x450-19475x600-20675x750-29675 * Refer to Note 2 below
Effective Date	Year 2007
Qualifications	<p>A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes not below grade "C" in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Board.</p> <p>NOTE: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principle Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations</p> <p>B. A Cambridge Higher School Certificate with passes at Principal Level in at least 2 subjects including Mathematics or Accounting obtained on one certificate <u>or</u> Passes in at least 2 subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education "Advanced Level", <u>or</u> an equivalent qualification acceptable to the above.</p> <p>C. Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any one paper of ACCA Fundamentals (Skills) OR possess an equivalent qualification acceptable to the Board.</p> <p style="text-align: center;">OR</p> <p>Equivalent qualifications to (A), (B) and (C) above acceptable to the EWF Board</p> <p>D. IT Literate or an equivalent qualification acceptable to the Board.</p>
Duties	<ol style="list-style-type: none"> 1. To receive beneficiaries of loans and advise them in respect of security to be furnished. 2. To maintain accounting systems, cash books, ledgers, file registers, stock books, bank transfers, monitor bank accounts and effect payments and acquittances.

	<ol style="list-style-type: none"> 3. To effect payments in respect of fees and allowances, supplies grants, project works and other sundries 4. To monitor loan repayments, computation of interest on loans & Fixed Deposits, banking of cheques, preparation of monthly statement of Investments, Investments of Funds upon maturity of Bills, Bonds and Fixed Deposits. 5. To send Bank Standing Orders and Salary Deduction Authority to respective banks and Ministries/Departments. 6. To post to individual loan accounts on a monthly basis all loan repayments. 7. To issue certificates in respect of interest paid during financial year to beneficiaries for Income Tax purposes and certificate of outstanding balance to loans upon request. 8. To arrange for cancellation of standing orders, return of Bank guarantee to banks and erasure of Fixed Charges upon settlement of loan. 9. To refund overpayments of education loans 10. To monitor arrears and follow up action through Attorney 11. To remit collections to bank 12. To assist in the preparation of Final Accounts, financial statements, etc. 13. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Accounts Clerk in the roles ascribed to him/her.
Reporting line	The Accounts Clerk should report to the Accounting Technician/Deputy General Manager
Note	<ol style="list-style-type: none"> 1. The Accounts Clerk may be required to work outside normal working hours. 2. New salary scale (PRB 2026) will be applicable as from January 2026 as per guidelines and directives issued by the concerned Ministry. (PRB 2026): Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000