

Duties of Divisional Accountant

As Accountant

- (1) Scrutiny and compilation of Accounts.
- (2) Settlement of Accounts with bank.
- (3) Monthly Account
- (4) Review of Un-settled account.

As an Internal checker:

- (1) Checks to the initial accounts, Vouchers

(2) As a Financial Assistant

- (1) As financial assistant he work as the general assistant and adviser to the Divisional Officer in all matter relating to the accounts and budget estimates or to the operation of financial rules generally.