

## **ADVERTISEMENT NOTIFICATION: ACCOUNTS ASSISTANT**

**Post Name:** Accounts Assistant

**No of Post(s):** 01

**Post Type:** Contractual

**Application Fees:** Rs 236/- (including GST)

**Period:** 3 years (contractual)

**Job Description:**

- Overall accounts GL, AP, AR, Taxation, MIS, ERP, etc.
- Assist with day-to-day accounting tasks, including accounts payable and receivable
- Prepare financial documents, such as invoices, expense reports, and purchase orders
- Maintain accurate financial records and ensure compliance with company policies
- Reconcile bank statements and monitor transactions for discrepancies
- Support payroll processing by verifying employee hours and benefits deductions
- Assist in tax preparation and filling under the guidance of senior accountants
- Process and track payments, ensuring timely vendor and client transactions
- Organize and maintain financial files, both digital and physical
- Help prepare financial reports and budget forecast.
- Ensure confidentiality financial data and maintain data accuracy

**Minimum Qualifications and skills:**

B.Com/M.Com (Mandatory), MBA,CA Inter/CMA Inter (Optional)

**Desired Qualifications:**

MBA, CA Inter/CMA Inter (Optional)

**Experience:** Minimum 3 to 5 years

**Consolidated Pay:** Commensurate with qualification and experience

**Application Deadline:** 14<sup>th</sup> December, 2025

**Joining Date:** Immediate

**December 02, 2025**

**REGISTRAR**