

Advt. No & Date : **IGRUA/Advt/98/2021/03/10**

Position Title: **Assistant Accounts Officer**

Number of Posts: **1**

Position Status: **Contractual**

Duty Station: **IGRUA, Fursatganj Airfield**

Closing Date: **25<sup>th</sup> March 2021**

### **Job Responsibilities**

Job responsibilities will include administering & monitoring financial systems, preparation of budget, maintenance of ledgers, administration of payroll, Implement financial policies & procedures and maintain cash control.

### **Education**

CA/ICWA (Inter) or Commerce Graduate with Diploma in Business Management from a recognized institute.

### **Experience**

Experience of 7 years in handling accounts / finance / statutory compliance / filing of returns etc in Government / autonomous bodies / Public Sector Undertaking / Reputed Private Sector Companies.

Possess knowledge of accounting software such as Tally etc.

### **Desirable**

Knowledge of accounting system followed in Government offices. Familiarisation with GST.

**Age** - Maximum 45 years.

### **Submission of Applications**

Candidates fulfilling the qualifying requirements may submit their application with complete Curriculum Vitae via e- mail to [hrmigrua@gmail.com](mailto:hrmigrua@gmail.com). Kindly indicate the position title in the subject mail when applying by email. Applications without position title shall not be entertained. All applicants are encouraged to apply online and well before the closing date stated in the vacancy announcement. Applications can also be sent by post addressed to the HR Manager at the Head Office, Fursatganj. Applicants will be contacted only if they are under serious consideration.