

Candidates are invited for the following positions on contract up to **31.3.2022**. Contracts can be renewed based on requirements of the institute and performance of the candidates. All selected candidates will be on the payrolls of FIED, the incubation centre at IIM Kashipur.

Contact number and email must be clearly mentioned on the CV

Position available

1. **Name of Position: Office Assistant (Accountant)**
2. Salary up to INR 25,000/-
3. Minimum 2 years work experience.
4. Some experience in an Incubation Centre or in startup ecosystem would be "preferred".

IMPORTANT DATE:

Last date for applying – 9th May, 2021

Interview Dates (Physical or through Google meet/zoom)

- a. First round of interview of Shortlisted candidates: 17th May, 2021
- b. Final Interview: 24th May, 2021

The list of Shortlisted candidates will be uploaded on the website: www.fied.in. Email will be sent only to the short-listed candidates.

Please note that all CVs will be screened thoroughly and only those candidates who fulfil the job requirements and have relevant experience will be invited for the interview.

APPLICATION MODE: ONLINE

Link: <https://forms.gle/9GGWj9B22npDjv719>

Terms and conditions for all positions are as follows:

1. The position is based out of Kashipur.
2. Work timings are Monday to Saturday 9.30 am to 6 pm.
- 3 **The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of aforesaid contract period either party can terminate the services by giving one month's notice.**

The details of all positions are given below:

Education Qualification:

Qualification and Experience: B. Com/M. Com or Equivalent Bachelor's/master degree.

Desirable Qualification/skills:

Tally ERP, M S Office, Computer Knowledge

Experience: At least 2 years' experience as an Accountant/Assistant Accountant in any Private/Govt. Sector.

Job Description:

Compliance

Monitors accounting and regulatory requirements for the Government to ensure compliance.

Maintains the Report in PFMS

Maintains Utilization Certificate

Maintains Fixed assets, Store Register on regular Interval.

Reporting

Prepares, reviews, and analyzes financial reports to ensure that the Company financial condition complies with guidelines by management.

Prepares and distributes monthly budget-to-actual reports for all department directors and managers.

Maintenance of Accounting Records

Maintains accounting records for all Government funds to ensure financial information complies with generally accepted accounting principles.

Maintains current and accurate balances of the general ledger; reconciles subsidiary ledgers to the general ledger; analyzes accounts for the nature and accuracy of transactions.

Reviews all emergency travel advances and reimbursements requests from County employees to ensure accuracy and reconciles related travel advance accounts.

Salary Management.

Assists in the annual audit of travel card expenses for the Government.

Accounts Receivable

Initiates invoicing by verifying the appropriate charges, preparing invoices, and distributing them as prescribed by their individual agreements.

Prepares and processes invoices for assigned accounts receivable for the Government.

Prepares and reviews aging reports for monitoring of delinquent accounts.

Audit Preparation

Assists with audit preparation to ensure a thorough and cost-effective annual audit.

Assists in the annual audit by preparing system narratives, work papers, schedules, and analyses of account balances for the auditors and Accounting Administrator as needed.

Any other works allotted time by time.