

Job Description**Job Title** : Associate (Accounts) - CMS**Job Location** : Patiala**Position Reports To** : Head of Department**Main Purpose**

The main purpose for maintenance and review of fiscal records. The position requires considerable knowledge of basic accounting principles and accounting functions. This individual is responsible for the general ledger, job cost, bank reconciliations and accounts payable.

Qualification	MBA (Finance), M.Com, B. Com
Experience	4 – 8 years of Experience in relevant field
Key Skills	Office and computer skills (Excel, Word, Powerpoint); Planning & Organizing, Communication – Both written & verbal, Networking skills, Managing databases, Analytical skills, Commercial & Accounting skills.

Specific Accountability & Job Responsibility

- Responsible for monthly closings, maintenance of accounting files, and preparation/organization of various financial forms, reports, and financial analyses, etc.
- Coordinated with and supervised by the Head of Department
- Must have considerable knowledge with basic accounting principles (i.e. journal entries, debits, credits, etc.) and accounting functions. Job cost and construction experience will be key for this position.
- Ability to work independently and complete duties and projects with little direct supervision.
- Ability to accurately work under pressure in meeting deadlines.
- Supervising & controlling all the activities related to F&A
- Checking Monthly Returns (VAT, TDS, Excise & Service Tax)
- Check LC draft with PO & complete all documents and check Bank charges/interest with the schedule of charges
- Provide documents for income tax matters within scheduled time to concerned officials and complete records
- Any other job assigned by management from time to time
- FDR details, if any along with rate of Interest & due date.
- Checking of bank reconciliation on daily basis.
- Timely completion all accounting processes for releasing the payment or providing any inputs, as required from time to time.

Compensation:

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **18th March 22**