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Accounts & Finance Officer (ASA Campus Kamra)

Educational Requirement:

Master / BS (4 years) or equivalent degree in finance, accounting, or relevant field, preferably ACCA, ICMA (Finalist)/ CA (Inter)

Work experience:

3 years' working experience in same role at any reputable organization/ CA firm.

Skills:

Sound knowledge of Microsoft Office and ERPs)
Well versed with Accounts Finalization, Accounts/Bank Reconciliation & Tax Laws
Should have strong written and verbal communication skills
Prior experience working with financial accounts.

Job Description:

Ensuring all financial records are kept up to date with all the latest transactions and changes updated/posted on daily basis in system/software.

Reconciliation of all account's ledgers and their verification from all internal and external stakeholders/parties (Including banks).

Preparing variance analysis on Weekly/Monthly basis as may be required by the management.

Submission of Monthly / quarterly tax return.

Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines

Salary disbursement.

Prepare and submit weekly/monthly reports,

Assist senior management in the preparation of monthly/yearly closings.

Keeping record of assets, along with movement recording, tagging, etc

Remuneration

Air University offers competitive salary package. Other benefits include membership of contributory provident fund scheme, medical insurance and pension insurance scheme. The Terminal degree must be attested from HEC

Only shortlisted candidates will be called for interview.

This position is Kamra based only.

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| Required Qualification | Master / BS (4 years) or equivalent degree in Finance, Accounting, or relevant field |
| Posted On | 19-Oct-2023 |
| Last Date | 01-Nov-2023 |
| Required Experience | 3 Years |
| Required Skills | Candidate must have related skills. |

