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Accounts Assistant (A&A Campus Kamra)

Education and Qualifications:

- (a) M. Com / MBA Finance / Equivalent from any HEC recognized university with minimum 1-2 years 'relevant experience.
- (b) Graduation / Equivalent with minimum 3-4 years' relevant experience.
- (C) Retired Armed Forces Personnel may also apply.

Required Skills:

- (a) Ability to handle financial transactions, including cash payment & receipts, accounts payable/receivable and general ledger functions.
- (b) Proficiency in spreadsheet software like Excel for data entry and financial analysis.
- (c) Understanding of relevant laws, regulations, and compliance (e.g., tax codes, financial reporting standards).
- (d) Strong attention to detail to ensure accuracy in financial records and Cash activity.
- (e) Ability to collaborate within a team and support other departments and team members.

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.

Required Qualification	Graduation / Equivalent
Posted On	22-Nov-2023
Last Date	05-Dec-2023
Required Experience	1 Years
Required Skills	Candidate must have related skills.

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