

Advt. No & Date : **IGRUA/Advt./026/2018, Dated 26.06.2018**

Position Title: **Accounts Officer**

Number of Posts: **1**

Position Status: **Contractual**

Duty Station: **IGRUA, Fursatganj Airfield**

Closing Date: 9th July 2018

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

Bachelors Degree in commerce or equivalent from a recognised University/Institute

Experience

Experience of 10 years in handling accounts / finance / statutory compliance / filing of returns etc in Government / autonomous bodies.

Possess knowledge of accounting software such as Tally etc.

Desirable

CA (Inter) / ICWA (Inter) knowledge of accounting system followed in Government offices. Familiarisation with GST.

Age - (i) Maximum 45 years for candidates from Private Organisations

(ii) Maximum 62 years for retired Government Officials/Autonomous Bodies officials

Remuneration

Depending on professional background and work experience a competitive compensation is offered.

Submission of Applications

Candidates fulfilling the qualifying requirements may submit their application with complete Curriculum Vitae via e- mail to 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.