

Recruitment Details Form

Post Name: Intern – Finance and Accounts Section (Full Time)

No of Posts: 2

Post Type: Temporary

Period: XX

Job Description:

- a. Day to day entries in tally and in ERP
- b. Day today Filling and preservation of old records and reconciliations of accounts/ bank reconciliations
- c. All the routine department works as per requirement and priority, viz. assistance in budgeting, financial accounts, etc.
- d. To assist in the scheduled compliances of grantors and other matters/ auditing / taxation returns and assessments etc.
- e. To maintain Fixed Assets/Inventory & Donation Registers
- g. To Assist in Scholarship/Fellowship works related to students
- g. Any other FAS related work from time to time assigned by the Authorities.

Name of the Project:

Project Funded by:

Subject Specialization (If any): XX

Minimum Qualifications: Masters in Commerce / MBA Finance, and must be a student

Desired Qualifications/Experience: Pursuing CA/ICWA. Capable of using accounting software such as Tally and experience of using ERP

Age Limit (If any): below 33 years

Consolidated Pay: Commensurate with experience

Application Deadline: February 20, 2024

Interview Dates: Month XX, 2023

Joining Date: XX

Additional Details (If any): XX