

Bhaskaracharya National Institute for Space Applications
and
Geo- Informatics (BISAG-N)
Ministry of Electronics and Information Technology (MeitY)
Government of India

Hiring of Deputy Account Officers through outsourcing agency.

Function/Domain	Finance & Accounts
Essential Qualification & Experience	<ul style="list-style-type: none">• BCOM (First class) + Mid-Level CS/CA.• Minimum 6 years' experience of Finance and Account functions of Government.
Required Skills	<ul style="list-style-type: none">• Knowledge of GFR, Government Procurement Process and Rules and PFMS.• Competency of latest accounting software like Tally software and commonly used account and tax computation/ deposition softwares.• Expertise on Excel and other office tools to prepare and maintain various reports/ proposal• Tax Computation and Reconciliation.• Integrity beyond doubt.

Job Description

- Processing salary of Employees on monthly basis and related works.
- Posting day to day accounting entry in System (Tally)
- Prepare Financial Statements for BISAG in line with the statutory requirements.
- Closing books of accounts on monthly basis.
- Preparing BRS on monthly basis and keep the books reconciled & correctly updated.
- Posting month end entries in System (Tally) and close the books of accounts.
- Issue Utilisation Certificates (UC's) as per GFR Guidelines.
- Ensure timely deposition of TDS, submission of Returns and Issue of TDS Certificates (Form 16) to employees.
- Facilitating Audit and provide clarification on points raised by Auditor.
- Processing bills of the various agencies/vendors and ensure the payment to be released within timelines.
- Prepare MIS reports for various projects as required by management / project team.
- Weekly MIS Reporting to management.

No. of Personals: 02(Two)

CTC:Rs 40,000/- per month (negotiable)

The period of services will initially be for a year, which may be extended further based on the requirement and performance of the individual. Placement will be at Gandhinagar Unit of BISAG-N.

Interested candidates can apply on the following Email ID with updated CV & Supporting Documents (Degree Certificate, Experience Certificate, Latest Pay Slip, School Leaving Certificate, Mark sheets, Etc)

Email ID: **biodata@ethosgroup.biz**

The last day to apply is 26-09-2022. After scrutiny shortlisted candidates will be informed by E-mail/Call for further process.