



AIC AMBEDKAR UNIVERSITY DELHI FOUNDATION

REGD. OFF: WS-3, 1ST FLOOR, KASHMIRI GATE, DELHI-110006

CIN: U80301DL2019NPL352951

Call for Applications for the Post: “**Accountants Executive**”

Ambedkar University Delhi Foundation (AIC – AUDEF) is a not-for-profit Company established by Ambedkar University Delhi to implement the Atal Incubation Centre (AIC) supported by NITI Aayog, Gol. The objective of the centre is to promote a culture of innovation and entrepreneurship in India. AIC-AUDEF invites applications for the following post.

Position	Accountants Executive
Emoluments	Rs. 30,000/- per month.
Experience and Qualification	<ul style="list-style-type: none">• Graduate with 1st class from a recognized university• Two year of work experience in accounts management
Desirable	Having experience with Govt. organization/projects with experience on handling PFMS.
Job Location	Kashmiri Gate , Ambedkar University Delhi
Position Type	Contractual
Application Link	https://forms.gle/4en2iC9RPzKoyqYc6
For Query	sudhakar.aic@aud.ac.in
Last Date	22 nd September, 2021

Summary: Responsible for record and managing all the works related to Financial Accounting.

Key Skills and Abilities required:

- Good understanding of Government Accounting Structure and GFR.
- Should be excellent in Accounting, Book keeping (Daybook, Cash book, vouchers etc)
- Should have good command over Tally accounting software.
- Should have knowledge of bank reconciliation.
- Should have working knowledge of preparation of data for TDS returns.
- Should have excellent knowledge of MS Office.
- Should be able to draft financial statements as per applicable accounting standards, Income Tax rules and other provisions of Companies Act 2013.
- Should be able to process invoices, handle petty cash and other accounting records.
- Should have experience of at least 2 years in accounts management.
- Extra points to those who have experience of working in a similar structure.