

In IFFDC, we are constantly looking for enthusiastic, motivated and with rural back-ground people.

<b>Job Information For Accounts Assistant</b>	
<b>Reference</b>	IFFDC/HR/2014-15/02
<b>Last Date</b>	15 <sup>th</sup> April, 2015
<b>Date Posted</b>	25 <sup>th</sup> March, 2015
<b>Location</b>	Anywhere in India
<b>Qualification &amp; Experience</b>	Must be B.Com from the recognized University with minimum 55% marks with 1 – 2 years' experience in relevant field.
<b>Job Description</b>	<ol style="list-style-type: none"><li>1. Handle and assist in all accounting activities like preparation of payment vouchers / journal vouchers / bank reconciliation etc.</li><li>2. Assist with monthly closing and preparation of monthly financial statements &amp; reports.</li><li>3. Compliance with statutory deductions and filing of returns.</li><li>4. Assist in budgets and forecasts.</li><li>5. Assist with preparation and coordination of the audit process.</li><li>6. Assist with implementing and maintaining internal financial controls and procedures.</li></ol>
<b>Mode of Employment</b>	On Annual Contract basis (may be extended as per requirement and performance of the candidate).
<b>Remuneration</b>	Negotiable
<b>No. of Vacancies</b>	2 (Two)
<b>How to Apply</b>	Send your application with Bio-data to “ <b>Sr. HR Officer</b> ” on the email address: <a href="mailto:iffdcho@iffdc.org.in">iffdcho@iffdc.org.in</a> , <a href="mailto:hr.ho.iffdc@gmail.com">hr.ho.iffdc@gmail.com</a>