

## Job Description

**Job Title** : Officer – F&A  
**Position Reports To** : Finance Officer

**Job Location** : Patiala  
**Date Verified** :

### Main Purpose

Responsible for all activity of Banking & Taxation and to provide documents for income tax / excise / sales tax within scheduled time to concerned officials. Checking & Reconciliation of all accounts.

<b>Qualification</b>	M.Com from recognized institute / university with minimum 60% marks in Finance & Accounts. Inter CA, ICWA will also be considered.
<b>Experience</b>	Minimum post qualification relevant technical experience of 3-5 years
<b>Competency</b>	Financial acumen, Hunger and Passion to learn, Inquisitiveness, Creativity & Innovation, Excellent inter-personal & networking skills, Excellent communication skills - both written and verbal. Presentation skills, Planning and Organizing skills.

### Relationships

- **Reports To:** Manager Finance
- **Internal Relationships:** Closely works with Department employees for various activities, Employees & Students.

### Specific Accountability & Job Responsibility

- Supervising & controlling all the activities related to F&A
- Checking Monthly Returns (VAT, TDS, Excise & Service Tax)
- To check LC draft with PO & complete all documents
- To check Bank charges/interest with the schedule of charges
- To provide documents for income tax matters within scheduled time to concerned officials and complete records
- Weekly reporting.
- Any other job assigned by management from time to time
- FDR details, if any along with rate of Interest & due date.
- Checking of bank reconciliation on daily basis.
- Timely completion all accounting processes for releasing the payment or providing any inputs, as required from time to time.

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email ([amandeep.dhot@thapar.edu](mailto:amandeep.dhot@thapar.edu)) positively by 25<sup>th</sup> May 19.