



Applications are invited for **Assistant Finance Officer in the Finance & Accounts Department**

As envisioned by Sri Sri Ravi Shankar Ji, Sri Sri University (SSU) was established in 2009 at Cuttack, Odisha is a center for world-class education in India. The SSU imparts holistic and value-integrated education to students from India and abroad. It has a sprawling 188 acres of green and serene campus on the banks of the river Kathajodi.

Position	Qualification	Experience	Skills Required
Assistant Finance Officer (F&A)	B.Com / M.Com / CA (inter) or ICWA (inter)/ MBA (Finance).	Overall 7 - 10 Years in Finance & Accounts department with minimum 2 years of experience as Team Lead. Experience in Service industry will be preferred	<ul style="list-style-type: none">• Has knowledge and worked in Tally, Statistical Analytics, MS OFFICE, MIS preparation, PPT Presentation.• Should have experience in preparing monthly financial statement, Bank reconciliation, Accounts Payable & Receivable, Maintaining spreadsheets.• Should have knowledge for filing GST, TDS, PF, ESI, PT.

Job Description: Supervision of all activities of Accounts Team – Revenue Accounting, Expenses Accounting and Compliance. Daily work allocation to Accounts Team. Periodical Statutory compliance monitoring. Preparing Daily BRS. Periodical Accounts Report – Daily, Weekly, Monthly and Quarterly. Month end Accounts closing. Responsible for student's mail responses. Ownership of Revenue and Expenses Accounting.

Salary and Slection Criteria: As per the University Norms

How to Apply:

The details of recruitment and the application form can be found on the University's website: www.srisriuniversity.edu.in. Applicants are requested to submit their applications, using the prescribed form, with the subject line "**Application for the post of Sales Manager**" to the HR Department at Sri Sri University, Sri Sri Vihar, Ward No. 3, Bidyadharpur, Godi Sahi, Cuttack-754006, Odisha, India. Alternatively, applicants can email the completed application form to jobs@srisriuniversity.edu.in by **5:30 PM on or before June 12, 2024**. Shortlisted candidates will be required to undergo a selection process.

Campus: Sri Sri Vihar, Ward No. 3, Godi Sahi, Bidyadharpur, Cuttack-754006

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