



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(An autonomous organization under Dept. of Commerce, Govt. of India)

ENGAGEMENT OF FINANCE EXECUTIVE ON CONTRACTUAL BASIS

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel as Finance Executive on contract basis.

Qualifications & Experience:

Essential:

1. CA/ICWA having at least 2 years minimum experience in accounting and/or auditing in Central Govt/ State Govt/ PSU/ Autonomous Bodies/Academic Institution.

Desirable:

1. Should have good knowledge of taxation (GST and TDS calculation).
2. Must be proficient in IT Systems. Knowledge of Advance Excel preferred.
3. Good understanding of accounting and financial reporting principles and practices.

Tenure:

The appointment will be purely on contract basis initially for a period of one year. The tenure can be extended further depending upon performance of the candidate and requirement of the institute.

Job Profile:

- Perform general accounting and other related duties in the accounting department.
- Responsible for updating collection report summaries.
- Prepare monthly bank reconciliations & account statement.
- Timely preparation of Profit & Loss statements & other MIS reports.
- Responsible for Tax calculation with adherence to the GST laws, wherever required.
- Responsible for preparation and depositing of GST, if required.
- Reconcile department accounts monthly and prepare reports to present to the management.
- Track tax payments and compile information for tax filing.

- Ensuring compliance to Financial Regulations.
- Monitor debtors/creditors periodically and initiate suitable measures.

Age: Should not be more than 35 years as on last date of receipt of application.

Emoluments: The candidate will be paid a consolidated salary of ₹ 65,000/- to 70,000/- depending upon the Educational qualifications and work experience.

Selected candidate will have to join duty immediately on receipt of the offer.

- Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of large number of applicants, IIFT reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **18.03.2024**.

Link: https://docs.iift.ac.in/recruit/solo.asp?jcode=FE_Mar24

Only the shortlisted candidates shall be informed by e-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

- (Dr. P.K. Gupta)
Registrar