



## **ACCOUNTS ASSISTANT/ASSOCIATE REQUIRED**

**The Institute for Human Development (IHD)** is a reputed Research Institute recognised by the Indian Council of Social Science Research (ICSSR). The Institute invites applications from dynamic, motivated and meticulous individuals for the position of “Accounts Assistant/Associate”.

*Profile:*

- Experience in Computerized Accounting Work (Tally)
- Bank reconciliation
- Preparation and filing of quarterly TDS Return
- Preparation of vouchers, cheques, entry in accounting software (Tally) etc.
- Processing the various bills related to vendors and staff
- Maintenance of FCRA Account and related tasks
- Provide other administrative support and assist the Accounts Officer in Institute’s overall accounting process

*Qualification & Experience:*

- Graduation in commerce
- At least two years experience of working preferably in development sector
- Knowledge of various Acts and Statutory rules relevant for development sector
- Good written and oral communication skills in English

*Compensation:* - Negotiable

Interested candidates may send their CVs on [appointment@ihdindia.org](mailto:appointment@ihdindia.org) on or before 31 October 2021

**Contact for enquiries:** +91 9811915346; [usman.khan@ihdindia.org](mailto:usman.khan@ihdindia.org)

***Only shortlisted candidates will be informed.***