

## Job Description

**Job Title** : Associate / Sr. Associate – 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.
<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.

### Specific Accountability & Job Responsibility

- Supervising & controlling all the activities related to F&A
- Checking Monthly Returns (VAT, TDS, Excise & Service Tax)
- To check the LC draft with the PO & complete all documents
- To check the Bank charges/interest with the schedule of charges
- To provide documents for income tax matters within the scheduled time to the concerned officials, and complete records
- Weekly reporting.
- Any other job assigned by management from time to time
- FDR details, if any, along with the rate of Interest & due date.
- Checking of bank reconciliation daily.
- Timely completion of 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 positively send their CVs by email (amandeep.dhot@thapar.edu) by 5<sup>th</sup> June 2025.