



## IRMA ISEED Foundation

The IRMA ISEED foundation is the 100% owned section 8 company of the Institute of Rural Management Anand (IRMA) which is a premier, national-level Institute for Postgraduate, Fellow Programme, and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, the IRMA ISEED foundation's objective is to promote, encourage, and sustain activities and programs fostering innovation and entrepreneurship.

### **IRMA ISEED Requires Assistant (Accounts)**

The incumbent shall be responsible to handle the accounting of the Trust, Section 8 Company as per the Indian Accounting Standards. He/she would be responsible for timely reporting to the Executive Accounts/Manager. Key Responsibility would be as under:

#### **Qualification and Experience:**

The incumbent should be an M. Com/CA Inter having experience of 2-3 years in handling accounts of Trust and Section 8 Companies. A person having experience in an educational institution with exposure to Grants & Projects will be preferred. The person should possess sound knowledge of Microsoft Office, especially Microsoft Word, Excel, and PowerPoint, and should be a team player and can collaborate with other teams in the organization.

#### **Major Task:**

- Maintaining day to day accounting of Section 8 Company and Trust
- Handling payroll of the Section 8 Company
- Compliance with TDS, GST, etc.
- Handling Accounts payables and Account receivables.
- Preparing Annual Budget, Monthly MIS, and Cash flow statement of the Company and Trust.
- Fortnightly Bank Reconciliation of the Trust & Company.
- Sound knowledge of Tally, Microsoft Excel, word, and power-point.
- Any other work assigned from time to time by the authority.

Appointments will be made purely on a contract basis for three years with a consolidated remuneration in the range of Rs. 20000/- to Rs. 25000/- per month depending on qualification and experience.

The Director, IRMA reserves the right to make relaxation in the prescribed qualifications/ experience if otherwise found suitable depending upon the requirement of the Institute at that point in time.

Interested candidates may apply online at <https://www.irma.ac.in/careers/careers.php> by May 03, 2022. Please ensure that the application contains a statement of interest and a detailed Curriculum Vitae.