

WE ARE HIRING

Join Our Team:
nature conservation
job opportunity



ACCOUNT ASSISTANT

For TIES Accounts Division

Job Description

We are currently searching for an accountant to join our team. The role involves the regular maintenance of account books, meticulously documenting all daily cash and fund transactions. You will also provide crucial support to the accounts head in tax calculations and the submission of tax returns to ensure legal compliance. Additionally, you'll be responsible for auditing financial documents to guarantee their accuracy and maintaining the utmost confidentiality of financial data. When necessary, you'll also be tasked with backing up databases. Finally, you will play a key role in the creation and evaluation of the organization's year-end financial accounts.

Eligibility

Knowledge of Tally is essential. Bachelors degree preferable.
Two year experience is desirable

No. of post : One
Job location : TIES Campus, Velloor, Pampady, Kottayam
Job Type : Regular, full time, & Permanent (one year probation)
Salary : Rs. 12000/- to 15000/- per month (during probation).

Apply with detailed CV and
copies of certificates through this link:
<https://forms.gle/tvVXiQYowxpZnmsm8>

Last date of application:
12TH NOVEMBER 2023



TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES (TIES)

ISO 9001:2015 Certified organization; ISO 17020:2012 Certification body
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