



JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Approved by UGC under section 2 (f) of the UGC Act, 1956)

P.O. Waknaghat, Tehsil Kandaghat Distt. Solan - 173234

Himachal Pradesh

APPLICATIONS ARE INVITED FOR THE POST OF FINANCE OFFICER AND ASSTT. FINANCE OFFICER

1. **Finance Officer** – Should be a qualified Chartered Accountant with over 10 years post Qualification Experience.
2. **Asstt. Finance Officer** – Should be a qualified Chartered Accountant/MBA (Finance)/CWA/CA Inter with 6-10 years Experience

Key Skills – Finance, Accounts, Auditing, Income Tax, Sales Tax, MIS, Cash Flows & Budgeting and Balance Sheet.

Experience:

Minimum 5 years experience of working in University or equivalent level Educational Institution of repute. The candidate should be well versed with the various rules regulations in Double Entry Accounting System and able to handle independently all Finance & Accounts functions of the University including Pay-Roll, TDS, PF, all Income Tax & Sales Tax matters (including filling of Returns & Assessments). He should have working experience & good knowledge of computerized Accounting system on ERP package.

Salary: As per the University Grades will commensurate with knowledge & experience. However, Salary shall not be a limiting factor for suitable candidate.

Apply: Giving details of Educational Qualifications, Experience and other details by email to balbir.singh@juit.ac.in within 15 days of publication of this advertisement.