



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

EMPLOYMENT OPPORTUNITIES ADMINISTRATIVE VACANCIES

JOB OVERVIEW

Asst. Manager, Finance & Accounts – Full-time (Administrative Office)

No. of Vacancies

2

Application Deadline

16 Jun 2019

DESCRIPTION

The Asst. Manager, Finance & Accounts shall be responsible for the management of disbursement of salaries, maintenance of accounts related to research project grants of the University and related Management Information Systems (MIS), recording of revenue and capital expenditure of the University and grants received from various government and other organizations.

RESPONSIBILITIES

- > Verification of the increments proposal every month, preparation of pay-bill and cash flow statement
- > Maintenance of all Bank accounts and preparation of related vouchers and adjustment vouchers
- > Issuing of cheques (physical and electronic) and payment advices by email
- > Scrutinizing proposals / bills in respect of purchase of consumables and equipment under various research projects, and other payments of the University
- > Bank Reconciliation of project accounts. Submission of MIS reports
- > Manage Investments and coordinate the same with Banks
- > Prompt adjustment of all advances and preparation of 'ageing report'

REQUIREMENTS

- > A B.Com. / B.Com. (Hons.) degree with a major in Financial Accounting from a recognized university is mandatory (An M.Com./M.B.A. is desirable)
- > Working knowledge of accounting software applications, especially Tally, is mandatory
- > Proficiency in the use of Microsoft Office applications (Word, Excel, etc.)
- > Working knowledge of income tax and calculation of TDS for employees and vendors
- > Good English communication skills, both written and verbal
- > Ability to show initiative and forward planning skills in relation to tasks and time management
- > Appreciation of a values-based lifestyle based on the teachings of Sri Sathya Sai Baba is essential and conducive to the unique, disciplined environment in the office.

HOW TO APPLY

Step 1:	Download the SSSIHL Employment Application form to your computer. Click here to download the form.
Step 2:	Fill in the SSSIHL Employment Application PDF form in Adobe Acrobat. If you do not have Adobe Acrobat, you can download it here .
Step 3:	Email the completed Application Form along with other attachments, scanned copies of degree certificates and corresponding marks lists to recruitment@sssihl.edu.in before the closing date of application with the subject line: Asst. Manager – Finance & Accounts

Shortlisted applicants will be invited for an interview at the Administrative Office, SSSIHL at Prasanthi Nilayam. Applicants are required to make their own arrangements for stay, travel and other related expenses.