

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

s 1

Remuneration

10900-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-31550 (HRA and DA are applicable as per Institute rules)

Closing Date of Application

31 May 2017

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).

RESPONSIBILITIES

Verification of the increments proposal every month, preparation of pay-bill and cash flow statement

> Preparation and submission of salary and related Journal vouchers and payment vouchers

Scrutinizing proposals / bills in respect of purchase of consumables and equipment under various research projects

- > Bank Reconciliation of project accounts. Submission of MIS reports
- > Payment of research scholars' fellowship and claiming of project overheads

Investments and correspondence with Banks

- > Maintain the investment portfolio of the Institute
- > Correspondence with various banks and financial institutions regarding investments

REQUIREMENTS

- > A B.Com. (Hons.) degree 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.)
- > Proficiency in the maintenance of the asset registers and stock statements
- > 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 projects, 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

Interested candidates can apply by sending their resume / CV via email to **registrar@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. No TA/DA will be paid for attending the interview.