

REQUIREMENTS

Council for the Indian School Certificate Examinations (CISCE), a premier National Examination Board in the country invites applications from highly committed individuals for the following posts:

1. Senior Accounts Assistant
2. Office Assistant

1. Senior Accounts Assistant

The candidate:

- should be a Commerce Graduate with CA/CMA (Inter) degree or a Postgraduate in Commerce from a recognized University
- should have at least minimum 5 years working experience preferably in the Accounts department of an educational organization
- should possess good communication skills
- should have command in spoken and written English
- should have the ability to correspond independently
- should possess knowledge in MS Office & Income Tax.

The total gross salary per annum (CTC) will be approximately Rs. 9.22 Lakhs. The upper age limit for candidate is 40 years as on 01.10.2021.

Job responsibilities of Senior Accounts Assistant

1. Checking of Bills/Claim form and preparing payment file in the Microsoft Dynamics software and sending it to bank for NEFT/RTGS.
2. Scrutinizing the running bills (RA bills) of Contractors/vendors with agreement and measurement book related to Council Building construction.
3. Disbursement of petty cash to employees and branch office and maintaining the details.
4. Calculating and Checking of TA & DA claim forms for various meetings and generating the NEFT payment file for making payment to the examiners.
5. Checking of examiners bank details and making changes in the portal as and when requested by them through mail and payment of examiners remuneration.
6. Reply to emails and attending phone calls from different schools, examiners and vendors on regular basis.
7. Collecting and compilation of data for preparation of Annual Budget.
8. Checking of TDS payment on monthly basis and making online payments.
9. Making entries for procurement and issue of stationery items in the Microsoft Dynamics software.
10. Processing of refund through Payment gateways in case of duplicate payments.
11. Preparation of Balance Sheet, Income and Expenditure Account of the Council along with Statement of Assessable Income for the purpose of Income Tax.
12. Helping in the Statutory Audit and providing all details related to bills and agreements and answering the queries of Auditors.

2. Office Assistant

The candidate:

- should be a graduate from a recognized University
- should have at least 5 years working experience as Office Assistant
- should possess good communication skills
- should have command in spoken and written English
- should have the ability to correspond independently
- should be proficient in the use of computers – Microsoft Word/Excel/PowerPoint etc.
- should have ability in preparing agenda and minutes of the meetings

The total gross salary per annum (CTC) will be approximately Rs. 7.80 lakhs. The upper age limit for candidate is 40 years as on 01.10.2021.

Applications should be sent in confidence, within 10 days of release of this advertisement, superscribing the post applied for to:

The Chief Executive and Secretary
Council for the Indian School Certificate Examinations
Plot No. 35-36, Sector VI, Pushp Vihar, Saket
New Delhi 110017
India