

Required

Accountant / Sr. Accountant at MES Rani Laxmibai Mulinchi Sainiki Shala, Kasar Amboli, Tal. : Mulshi, Dist. : Pune is required.

The candidate should be CA Inter / M. Com. / B. Com. with 5 – 10 years of experience, purely, in Accounts Dept.; having sound knowledge of all the Accounting Systems and well conversant with Tally Prime Software and MS Office applications. The person should be able to handle all the daily operations of Accounts, to prepare budget of the school, to handle necessary taxation part of the Accounting System, preferably able to finalise the accounts of the unit, able to reconcile all the necessary transactions like, bank operations, fees collection, vendors, etc. and should be able to manage all types of payments.

Salary will commensurate with experience & qualification.

Instructions for submitting the application :

1. Applications of eligible candidates only, with full details and complete in all respects, will be considered for shortlisting.
2. Only shortlisted candidates from eligible ones will be called for interview.
3. Candidates shortlisted for the interview shall appear for interview at their own cost. No TA / DA will be paid by the Organisation for attending the interview.
4. Candidates called for the interview should carry their CV and relevant documents with them.
5. Canvassing is strictly prohibited.
6. The management hereby reserves its right to reject any of the applications or summarily reject all the application received in response to this advertisement.
7. The candidates are required to send their complete resume / CV along with necessary documents to jobs@mespune.in. The information about interview will be sent to the short-listed candidate, on e-mail, only.