

| Immediate Job Opening Accountant | |
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| Name of the Company: | Facile Maven Private Limited |
| Date of publication: | 21-08-2023 |
| Last date of application: | Till website is showing job status as OPEN |
| Job designation: | Accountant |
| Available positions: | 01 (One) FULL-TIME |
| Job reference number: | 2023AC01 |
| Company sector: | Accountant |
| Job location: | Head office - Surat, Gujarat |
| Education qualification: | B.Com (Post-graduate would be advantage) with minimum 03 years or higher of experience |
| Job profile requirement: | <ul style="list-style-type: none"> • Experience in maintaining account, daily operations, banking – DD, FDR, Stamps, online-offline-cash Payments, remittance, assistance in auditing and documentation related to accountancy |
| Desired skillset: | <ul style="list-style-type: none"> • Hand-on experience and knowledge of banking and accounting procedures • Exposure to operation and procedures of government accounting |
| Key job responsibilities / expected major tasks to be performed by appointee: | <ul style="list-style-type: none"> • Managing Day to Day Account, Managing ledger for income-expenses • Banking and allied operations • Project-based accounting • GST / TDS / Banking / Tender related works from the Banks • Co-ordination with CA, GST & Income Tax Consultants • Scrutiny of TA-DA Bills and processing procurement of goods and services invoices • Communication related to release of EMD/SD and payment from clients |
| Essential software skills: | <ul style="list-style-type: none"> • MS (Word, Excel, and PowerPoint), Tally Software, Use of Internet tools for banking and accessing-operating tendering websites |
| Role preferences: | <ul style="list-style-type: none"> • Preference to be given to the local candidates as a resident of Surat city and/or within 15 km around Surat city area. • Candidate to have proficiencies in English, Hindi, Gujarati languages. • Availability of at least owned 2-wheel vehicle • Willingness to occasional outstation travelling as required in due course of time |
| Emoluments: | <ul style="list-style-type: none"> • No bar – depended on mutual consent. • Occasional travelling and daily allowance as per company policy as on actual. |
| Mode of application: | Apply on company website with necessary credentials: https://facilemaven.com/careers/ |
| Contact Info: | Communicate in case a query (not to apply for job) info@facilemaven.com , hr@facilemaven.com , |

Important Note:

- 1) Incomplete applications are subjected to rejection without any intimation
- 2) Avoid communications after applying on website.