

Position	Junior Officer - Accounts Cum Administrative Officer (Grade: Junior Officer)
Essential Educational Qualifications	Master in Commerce. Additional Degree in Business Administration preferred.
Essential Experience	Minimum 7 years works of experience in handling Projects, with 3 years of exposure in Government Projects.
Age	40-50 years as on 1 Apr 2025
Engagement Type	The appointments will be purely contractual for a period of five years subject to possible renewal. WBEIDC shall reserve the right for early termination of engagement on one month's prior notice.
Reporting Relationships	Senior Vice President/Vice President or as assigned
Salary (CTC PA)	Rs.10,40,604 (Approx)
Job Roles and Responsibilities	<p><u>ACCOUNTS :</u></p> <ol style="list-style-type: none"> 1. Raising client's Bills and payment realisation 2. Process accounts payable and receivable, ensuring timely payments and collections. 3. Prepare financial statements, reports and reconciliation 4. Assist in Income tax filling and GST payments, tendering process. 5. Handle audit queries and take corrective measures <p><u>ADMINISTRATIVE:</u></p> <ol style="list-style-type: none"> 1. Manage day-to-day administrative tasks, including scheduling, correspondence, and office operations 2. Travel Management- Making travel arrangements: Booking of tickets, providing travel support by hotel booking, vehicle booking. Maintain expense reports. 3. Inventory Management: Maintenance of office stationary, stocks etc. 4. Liaison with Government Department and manage external stakeholders like auditors, bank and financial institutions as required. 5. Data and MIS Management 6. Strong organizational and time management skills. 7. Ability to work independently and as part of a team. 8. Proficient in Microsoft Office (Word, Excel, PowerPoint). 9. Attention to detail and accuracy. <p>*Exposure to government projects under state / central government will also give an added advantage.</p> <p>..</p>