



IRMA ISEED Foundation

The IRMA ISEED foundation is the 100% owned section 8 company of the Institute of Rural Management Anand (IRMA) which is a premier, national-level Institute for Postgraduate, Fellow Programme, and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, the IRMA ISEED foundation's objective is to promote, encourage, and sustain activities and programs fostering innovation and entrepreneurship.

IRMA ISEED Requires Assistant (Accounts)

The incumbent shall be responsible to handle the accounting of the Trust, Section 8 Company as per the Indian Accounting Standards. He/she would be responsible for timely reporting to the Executive Accounts/Manager. Key Responsibility would be as under:

Qualification and Experience:

The incumbent should be an M. Com/CA Inter having experience of 2-3 years in handling accounts of Trust and Section 8 Companies. A person having experience in an educational institution with exposure to Grants & Projects will be preferred. The person should possess sound knowledge of Microsoft Office, especially Microsoft Word, Excel, and PowerPoint, and should be a team player and can collaborate with other teams in the organization.

Major Task:

- Maintaining day to day accounting of Section 8 Company and Trust
- Handling payroll of the Section 8 Company
- Compliance with TDS, GST, etc.
- Handling Accounts payables and Account receivables.
- Preparing Annual Budget, Monthly MIS, and Cash flow statement of the Company and Trust.
- Fortnightly Bank Reconciliation of the Trust & Company.
- Sound knowledge of Tally, Microsoft Excel, word, and power-point.
- Any other work assigned from time to time by the authority.

Appointments will be made purely on a contract basis for three years with a consolidated remuneration in the range of Rs. 20000/- to Rs. 25000/- per month depending on qualification and experience.

The Director, IRMA reserves the right to make relaxation in the prescribed qualifications/ experience if otherwise found suitable depending upon the requirement of the Institute at that point in time.

Interested candidates may apply online at <https://www.irma.ac.in/careers/careers.php> by May 03, 2022. Please ensure that the application contains a statement of interest and a detailed Curriculum Vitae.