

## **Financial Benchmarks India Pvt. Ltd. (FBIL)**

### **Recruitment of Asst. Manager (Finance & Accounts)**

FBIL is looking to fill in the position of Assistant Manager (Finance & Accounts) on a regular basis.

#### **Job responsibilities:**

- a) Upkeep of accounts, including maintenance of daily books of accounts (Tally), make payments, facilitating concurrent and statutory audit, management audit, tax-audit, and filing all tax returns.
- b) To render help to VP with regard to Administration of the office, payment of salaries, allowances, taxes, procurements and maintenance of records thereof.
- c) To assist in the day to day operations relating to publication of various benchmarks. Organizing various meetings and seminars and participating in market interactions etc.

#### **Eligibility Criteria:**

- a) Candidate should have at least a Graduate degree in Commerce etc.
- b) Knowledge of latest Tally software, GST and Computer knowledge especially in MS Office Excel/ Access is essential.
- c) 1-to 2 year experience in handling accounts in a bank/ financial institution or any firm.

**Salary:** Salary will be on CTC basis and in line with similar industry bodies.

Please e- mail your CV as per the format placed on the FBIL website ( [www.fbil.org.in](http://www.fbil.org.in)) along with expected CTC to [ceo@fbil.org.in](mailto:ceo@fbil.org.in) latest by 19<sup>th</sup> August 2018. For details of the Company and its activities, you may visit our website [www.fbil.org.in](http://www.fbil.org.in).

Chief Executive Officer.

25<sup>th</sup> July, 2018.