



Engagement of Accounts Assistant on Contract basis for ICSI IIP

ICSI Institute of Insolvency Professionals (ICSI IIP) is a frontline regulator registered as an IPA with The Insolvency and Bankruptcy Board of India (IBBI) and promoted by The Institute of Company Secretaries of India (ICSI). It is registered under section 8 of the Companies Act, 2013. ICSI IIP invites applications for the following post on contractual basis:-

S. No.	Name of Vacancy	PLACE OF POSTING	Number of Vacancies	Qualification
1.	Accounts Assistant (on contract)	ICSI IIP (Corporate Office at Noida)	01	Graduate Degree in Commerce OR CA-Inter / CMA-Inter (Training period should be complete) OR M.Com. / MBA (Finance)

Experience: Experience of more than 1 year shall be given preference.

Remuneration (consolidated): The Consolidated payout will be in the range of Rs.15,000/- to Rs.25,000/- per month.

Maximum Age: 30 years (As on 01.09.2024)

PERIOD OF CONTRACT: The tenure for the position will be initially for a period of one year. The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement.

Work Profile:	Skills:
<ul style="list-style-type: none">➤ Performing Tally Entries on regular basis.➤ Tax Compliances including preparation of GST & TDS Returns, deposit of statutory liabilities, etc.➤ Performing bank reconciliations, GST reconciliations, online portal fee reconciliation with bank MIS, etc.➤ Processing all payments in a timely manner.➤ Support in preparation of Annual Budget, Annual Financials, year-end compliances & Statutory Audit.➤ Carrying out any other assignment(s) as may be assigned from time to time.	<ul style="list-style-type: none">➤ Expert knowledge in operating & managing Tally➤ Working Knowledge of Direct & Indirect Taxes➤ Command over MS Office (word, excel, power point, etc.) & Online Learning Resources (Google Classroom, MS Teams)➤ Excellent communication skills (Oral and Writing)

- **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.09.2024.**
- **The candidates who were/ are employed as Accounts Assistant (on contract) at ICSI IIP are not eligible to apply for the above post.**
- The "ICSI IIP" reserves the right to increase/ decrease the number of vacancies for the post, as advertised, as per its requirement or not to fill up the above post as per its requirement or even cancel the whole process of recruitment without assigning any reason.
- Interested Candidates can forward their CV with caption subject "Application for Accounts Assistant on contract basis at ICSI IIP" at hr@icsiip.in