

	<p style="text-align: center;">INDIAN INSTITUTE OF INSOLVENCY PROFESSIONALS OF ICAI (IIPI) (A Company formed by ICAI under Section 8 of the Companies Act 2013)</p>
---	--

Indian Institute of Insolvency Professionals of Institute of Chartered Accountants of India (IIPI) invites **ONLINE** application from competent professionals for the position **Executive – Accounts & Admin** on contractual basis.

IIPI is the largest insolvency professional agency (IPA) in India under the aegis of Insolvency and Bankruptcy Board of India (IBBI). IIPI is the front-line regulator, under Insolvency and Bankruptcy Code, 2016 (IBC).

Qualification & Experience	<ul style="list-style-type: none"> CA/ICWA with 1-3 years of experience of work-related experience in accounting including experience in Tally, GST Reconciliation, Bank Reconciliation, account finalization and Administration.
Skill Sets required	<ul style="list-style-type: none"> Ability to do multitasking. Must have effective organizational skills. Good Communication, Interpersonal and Negotiation skills. Detail-oriented with critical thinking skills.
Job Profile	<p>Accounts</p> <ul style="list-style-type: none"> Record monthly transaction entries and complete account reconciliations. Prepare ad hoc reports as needed to support routine reviews, accounting, and financial reporting needs, as required by higher management. Build and maintain procedural documentation and training materials. Create and supervise a system of controls, procedures, and forms for the recordation of fixed assets. Calculate depreciation for all fixed assets. Review and update the detailed schedule of fixed assets and accumulated depreciation. Prepare and review audit schedules relating to fixed assets and assist the auditors in their inquiries. Direct/Indirect tax Reports. Basic knowledge of relevant Systems and applications used in accounting function. Conversant with MS Office, ERP exposure. Coordination with the auditor to get the internal/statutory audit.

	<ul style="list-style-type: none"> • Processing of vendor payment after discharging TDS liability. • Process of salary of all employees. • Any other work assigned by management. <p>Admin</p> <ul style="list-style-type: none"> • Responsible for the daily administrative activities of the organization. • Communicating via mail & handling calls with employees and vendors for support. • Good Knowledge in Purchase Order Management, Purchase of commercials, ordering stationery and office equipment if needed. • Responsible for Vendor Management, Stationery Management etc. • Coordinate for IT, Network, Telephone, Printers, Electrical issues. • Maintenance of furniture and fixtures etc.
Age	<ul style="list-style-type: none"> • No bar for deserving candidate.
Nature of Employment	<ul style="list-style-type: none"> • On Contract basis for a period of One year as full-time employment (Renewable thereafter based on the performance).
Annual CTC	<ul style="list-style-type: none"> • Up-to Rs. 4-6 Lakhs approx.

Note: All terms and conditions are subject to change by IIPI and its decision in this regard shall be final. Eligible person may submit their CV's at: ip_recruitment@icai.in