

**Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.**

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id [bithikainnovates@gmail.com](mailto:bithikainnovates@gmail.com) with subject line as

**APPLICATION FOR THE POST OF..... (Post Name).**

2. Applications received with improper subject line will be summarily rejected.
3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.
4. Please give valid email id and mobile number for future communications.
5. Selected applicants will be communicated via email only for interview on stipulated date and time.
6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.
7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.
8. Company reserves the right to accept /reject applications.
9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.
10. Validity of advertisement: ***Till the time this advertisement appears in the website.***

Post: ACCOUNTANT

No. of vacancies: 01

Gender: No Bar

Age limit: Must be above 18 years and below 45 years of age as on date of application.

Pay & Perks: Negotiable (includes Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

- (a) To keep records of all incoming and outgoing transactions and to ensure that each transaction corresponds to the correct account.
- (b) To compile all financial data to analyse the pattern of transactions and create financial reports for all stakeholders.
- (c) To maintain liaison with work in tandem with Company Chartered accountant (visits to CA office may be required).
- (d) Calculating taxes and submitting tax returns to comply with the law (GST and ITR).
- (e) Auditing financial documents to ensure they are accurate and maintaining the confidentiality of the financial data
- (f) Suggesting financial policies and procedures based on the overall financial status of the organisation.
- (g) Managing the company's accounts to ensure on-time payment and overseeing the software system for financial needs.
- (h) Maintain the privacy of financial information, and when necessary, backup databases.
- (j) Rectify any anomalies or inconsistencies they discover in the company's financial documents.
- (k) Tender applications procedures and follow-up.
- (l) Make and evaluate the organisation's year-end financial accounts.
- (m) Compose budget forecasts.
- (n) Billing & payments and management of funds and inventory.

\*\* The above job profile is not limited and is all exclusive.

Educational qualifications:

- 1. Minimum B Com or equivalent with at least 55% marks or a CGPA of 6 (in a scale of 10) from a recognised university. Freshers need not apply.**
- 2. Certificate/Diploma in Basic Computer applications.**
- 3. Must be proficient in reading writing and speaking in English, Hindi and/or Bengali.**

Experience criteria:

- 1. Must have minimum 10 years experience as an accountant in a reputed company.**
- 2. Proficiency in Accounting and inventory management software's and returns filing (GST, ITR etc), Costing, EPF/ESIC Compliance filing and pay roll mgmt.**
- 3. Must have handled Government / Non Govt Tenders & Import-Export related transactions (invoicing, BL etc).**

Documents required:

- 1. Self attested, scanned copies of educational qualification certificates and Date of birth.**
- 2. Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)**
- 3. Last employer release letter and/or previous employer's pay certificate.**
- 4. Experience certificates.**

Mode of application: **Online (through email only)**

**\* Please forward curriculum vitae and 'expected CTC' along with supporting documents to email id- [bithikainnovates@gmail.com](mailto:bithikainnovates@gmail.com) only. Phone calls/whatsapp messages will not be entertained.**