

**Advertisement for the Position of Finance & Accounts Executive at Centers of Excellence**

About the Company	AMHSSC has been launched jointly by the Ministry of Textiles (MoT), National Skill Development Corporation (NSDC) and the Apparel Export Promotion Council (AEP) with primary mandate of enhancing and to build a capacity in skill development. One of the salient features of the AMHSSC is designing of training programmes, based on industry demands of different segments and to ensure that all successful trainees are certified through accredited agency.
Job Title	<b><u>Finance &amp; Accounts Executive</u></b>
No. of Positions	1 (one) each for Delhi and Tirupur Centers of Excellence
Term	2 years on Contract
Reporting Relationship	Center Head or as advised
CTC	Rs. 25000 per month
Qualification & Experience	B. Com with 6-7 years of relevant experience
Duties	<ul style="list-style-type: none"> <li>• Invoicing to vendors and clients</li> <li>• Payments to vendors, employees, TDS, GST and others</li> <li>• Maintain company's accounts on Tally software</li> <li>• Preparation of monthly Balance sheet and P&amp;L.</li> <li>• Rigorous follow ups from clients for payment collection</li> <li>• Day to day cash flow management</li> </ul> <p>Profile</p> <ul style="list-style-type: none"> <li>• Sound financial knowledge, written communication and interpersonal skills</li> <li>• Good Analytical Skills.</li> <li>• Confident.</li> </ul>
Documents Required	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> </ul>
Mode of application	Access the link on Naukri.com and apply
<b>Last Date of Application</b>	<ul style="list-style-type: none"> <li>• Last date of application is on or before 27.01.2019</li> </ul>
<b>General Information</b>	<ul style="list-style-type: none"> <li>• Short listed candidates will be invited to attend interviews at Delhi / Tirupur.</li> <li>• Outstation candidates will be paid to-and-fro AC- II tier rail fare, on production of tickets.</li> <li>• AMH SSC reserves the right to fill or not to fill the position advertised</li> <li>• AMH SSC reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience</li> <li>• The selected candidate shall be subjected to other rules and regulations as applicable to AMH SSC</li> </ul>