



CENTRE FOR NORTH EAST STUDIES AND POLICY RESEARCH (C-NES)
(North-east Office)

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C-NES, Guwahati Office invites online applications for appointment on contractual basis an **Accounts Assistant** for Boat Clinic Program. Interested candidates can apply at officeasstguwahati@c-nes.org on or before **24 August 2024**. Candidates not having the requisite qualification and other criteria need not apply.

(A) Key Responsibilities – Accounts Assistant – 1 Post

- a) The Accounts Assistant will be directly under the supervision of the **Program Manager and Accountant, C-NES Regional Office, Guwahati.**
- b) Maintain day to day cash book entry and enter data in the Tally computer program under the allotted expenditure head and take a printout, which has to be signed by the **Program Manager and Accountant.**
- c) Maintain pending bill file after duly recording the suppliers/party's bill/invoice number, date of bill and amount with mention of order number and date on the bill register.
- d) Maintain cheque issue register with date, cheque number, to whom issued/paid, purpose, amount, signature for payment approval and remarks if any.
- e) Maintain salary register of all staff under the **Programs.**
- f) Maintain file of PF, TDS, PT and deposit the deducted amount in time.
- g) Prepare individual PF statement.
- h) Maintain data of individual employees with up to date status of place of posting, joining date, PF, TDS and PT deductions, PAN number, date of leaving etc.
- i) Maintain proper and safe filing system. Files should be immediately available when asked for.
- j) The Accounts Assistant will also attend to jobs related to banks and any other assignment which may be given by immediate superiors. On instruction of your superior you may have to travel to the **Boat Clinic Districts** for assisting internal audit related activities.

(B) Required qualification and experience: Accounts Assistant

- a) B. Com (Full Time) having knowledge of MS Office, Tally ERP 9, cash book, stock book, BRS, file management etc.
- b) Minimum 1 year experience preferably in a reputed NGO/government sector missions engaged in community health/education or livelihood program.
- c) High level of integrity.
- d) Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.
- e) Remuneration = Rs. 15,000 /- per month

(C) Posting: C-NES Regional Office, Guwahati