

**FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER
(FITT)**

Advt. Ref. No. FT/11/2019
Date: 30TH November, 2021

Project Vacancy Notification

JOB TITLE (Level): Project Officer – (Finance and Accounts)
COMPENSATION: Consolidated upto Rs 70,000/- per month
TENURE : The appointment is initially for six months which may be extended on performance basis.
AGE : Less than 45 years

JOB PROFILE :

The incumbent is required to carry out detailed financial analysis, budgeting, forecasting and devise SoPs towards viable functioning and facility / logistics management (including out-sourced services)

Qualifications: ICWA / CA (Inter) or postgraduate in commerce with experience

Experience :

- All Book keeping & Accounting tasks, Invoicing
- Passing all entries, banking transaction, reconciliation etc.
- Deep knowledge of GST & Taxation
- Preparing financial statements, tax compliances, audit etc.
- Due diligence and decisions related to investment etc.
- Knowledge of GSR, contracts, mercantile law etc.

Interested candidate may apply in confidence with a CV covering educational & professional qualification, work experience, contact details, references etc. Also send your particulars in the excel format available at www.fitt-iitd.org/in and email to uttam.fitt@gmail.com. The applications should reach us by email with the subject as “Application for the post of “_____” on or before **15TH December, 2021.**

(Uttam Aswal)
Officer-Project/Program