



VISHWA BHARTI WOMEN'S WELFARE INSTITUTION

CAMP OFFICE: SECTOR 28, NOIDA-201301, GAUTAM BUDH NAGAR, UTTAR PRADESH

WEBSITE: www.vbpsnoida.com. EMAIL: gsvbnoida@gmail.com, PH.: 0120-2455142/197

INVITES APPLICATIONS FOR THE FOLLOWING POST

Position Title: Accounts Officer

Location: Dwarka

Employment Type: Full Time

Salary: Negotiable

Closing Date: 31st January 2025

Job Description: We are seeking a detail-oriented and organized Accounts Officer to manage our financial records, handle transactions, and ensure compliance with accounting principles. The ideal candidate will bring strong analytical skills, accuracy, and a commitment to maintaining financial integrity.

About Us:

Vishwa Bharti Women's Welfare Institution, Rainawari, Srinagar registered under the Societies Registration Act, 1860, Registration No. 7893 of 2024, established in 1951 - a renowned chain of Institutions at Jammu, Kashmir, Noida Delhi, Greater Noida and Ghaziabad. This trust is led by luminaries and esteemed educationist devoted to fostering excellence in Education. Over decades, it has expanded into a nationwide network of institutions dedicated to quality education and integrity. In addition to schools we also have Degree College of Science and Arts, Srinagar, as well as College of education at Jammu.

Vishwa Bharti Women's Welfare Institution has proudly expanded its wings across Delhi-NCR, setting benchmarks in education since its inception. The journey began with the foundation stone of the Noida branch in April 1990, followed by the inauguration of the Dwarka branch on 15th April 1999. Continuing its legacy of excellence, the Greater Noida branch was established on 07th April 2003 and the newest addition, the Ghaziabad branch, opened its doors for students on 05th April 2015. With each milestone, Vishwa Bharti Schools have reaffirmed their commitment to nurturing young minds and fostering holistic development. And the journey doesn't stop here. The march is on towards shaping the future generations with unwavering vision and dedication.

Vishwa Bharti Public Schools proudly reflect this legacy constantly delivering exemplary CBSE results and earning a reputation among the best in the region. Equipped with modern infrastructure, high-tech science and computer labs and extensive sports facilities, the schools offer a comprehensive environment for academic and personal growth. Through a balanced blend of cutting-edge technology, experienced educators and character-building programs, Vishwa Bharti schools ensure students receive an education that prepare them for success both in and beyond the classroom. Our flagship school at Noida has been always No. 1, where modernity blends with tradition. We are proud to say that Vishwa Bhartians have won laurels in both curricular and co-curricular fields and have represented the school and the country as its ambassadors through various cultural delegations to the USA, UK, Canada, the former USSR and Sri Lanka.

It remains our constant endeavor to provide ample scope for balanced nurturing of students' personality, for in the words of Swami Vivekananda, " Education is not what one learns but what one becomes".

Key Responsibilities:

1. Maintain and update financial records including ledgers, accounts payable/receivable, and monthly bank reconciliations.
2. Prepare accurate, timely financial statements in accordance with established schedules and with input from the rest of the accounting department.
3. Process payroll, invoices, and payments accurately and promptly.
4. Ensure compliance with financial and tax regulations and company policies.
5. Conduct periodic financial audits and address any discrepancies.

6. Support in preparing tax returns and other statutory filings.
7. Liaise with external stakeholders such as auditors and regulatory bodies.
8. Provide regular reports to management regarding the financial status of the organization.

Requirements:

1. Bachelor's degree in Accounting, Finance, or a related field.
2. Professional certification (e.g., CPA, ACCA) is a plus.
3. Minimum of [X] years of experience in accounting or finance.
4. Proficiency in accounting software (e.g., QuickBooks, SAP) and Microsoft Office Suite, especially Excel.
5. Strong understanding of accounting principles and practices.
6. Excellent analytical and problem-solving skills.
7. High level of integrity and attention to detail.
8. Good communication and interpersonal skills.

How to Apply:

Download the application form from our website www.vbpsnoida.com. You may submit hard copy at Vishwa Bharti Public School, Noida and can also send through email on gsvbnoida@gmail.com Application should be addressed to the General Secretary. For enquiries, contact: 0120-2455142/197.

Last date of receiving the application form (through email or hard copy), complete in all respects is 31st January 2025.

General Secretary