



**MGU INNOVATION FOUNDATION**  
(Section 8 Company under the Companies Act, 2013)  
**MAHATMA GANDHI UNIVERSITY**  
Priyadarsini Hills, Kottayam – 686560  
Phone: 0481- 2992684, Website: [www.mguif.org](http://www.mguif.org)



No: MGUIF/HR/AD/003/2023-24

Date: 20-10-2023

## **NOTIFICATION**

Applications are invited for Accounting Assistant post at **MGU Innovation Foundation**- a special purpose vehicle formed with the support of RUSA funding of MHRD to act as a business innovation ecosystem for promoting startups. The appointments are on consolidated pay and on contract basis for one year. Renewal of contract is based on performance.

*Detailed description on the jobs is attached.*

You can submit the application through the MGUIF website (Link:)<https://mguif.com/site/careers/>

or

The self-prepared application along with supporting documents may be submitted through e-mail to [hr@mguif.com](mailto:hr@mguif.com) *on or before 12<sup>th</sup> November 2023.*

sd/-

**Chairman & Managing Director MGUIF**

Title of the position	Roles and Responsibilities	Qualifications Required	Skills Required
<p><b>1. Accounting Assistant</b></p> <p><b>(1 No)</b></p>	<p>1. Processing and recording transactions</p> <p>2. Managing the accounts, updating ledgers, and keeping records of all payments</p> <p>3. Preparing financial reports and budgets.</p> <p>4. Fielding communications with clients and vendors.</p> <p>5. Assisting with audits, fact checks, and resolving discrepancies.</p>	<p>Essential:</p> <p>1. B Com with certification in Tally ERP with Minimum 2 years of experience.</p> <p>2. Previous experience in accounting practices in a company/ public firm is desirable</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Desirable:</b></p> <p>1. M. Com/ MBA Finance with certification in Tally ERP with Minimum 1 year' experience.</p>	<p>1. Knowledge in Accounts/Finance and Taxation (GST, TDS).</p> <p>2. Proficiency with Computers and bookkeeping software, strong typing skills.</p> <p>3. Exceptional time Management and Good verbal and written communication skills in English and Malayalam.</p>
<p>*Consolidated pay is <b>Rs. 18,000/- per month</b></p> <p>Age – Below 30 years as on 01/09/2023 Age relaxation will be given to exceptionally brilliant candidate.</p>			