



## ACCOUNTS EXECUTIVE

### **Job Profile:**

Responsible for Accounts and Commercial functions, including taxation matters.

### **Job Description:**

Preparation and maintenance of books of accounts. Assisting in Preparation of Final Accounts and Bank Reconciliation Statement. Bill processing, Debtors monitoring, MIS. Knowledge of Direct and Indirect taxation matters - TDS, FBT, VAT, Service Tax etc.

### **Qualifications:**

M.Com / Chartered Accountant

### **Experience :**

The candidate should have working experience and strong fundamentals in the Accounts function and well versed in Taxation matters, including handling of Tax related cases with the Appropriate Authorities. Must be Computer literate.

### **Age :**

Preferably an energetic superannuated person

GENERAL: Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with experience and qualifications and relaxation in qualifications, experience, etc., will be made only in the case of deserving candidates. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications THROUGH POST ONLY to GM(HR&IM), Bienco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.