

**Advertisement Reference No. : GNLU/AD/FP-002/2022****Walk in interview**

<b>Position</b>	<b>Assistant Finance Officer</b>	<b>Date:</b>	<b>Monday, 14<sup>th</sup> March, 2022</b>
<b>Remuneration</b>	<b>₹ 56,100/- per month (Fixed)</b>	<b>Walk in interview:</b>	<b>Friday, 25<sup>th</sup> March, 2022</b>
<b>Department</b>	<b>Administration</b>		

**Roles and Responsibilities:**

Under overall guidance and supervision of the Director and the Registrar, the incumbent shall perform the following roles and responsibilities :-

- (i) Manage day to day operations of the accounts department;
- (ii) Carry out periodic internal audit/ statutory audit;
- (iii) Preparing budget and its execution;
- (iv) Establish and maintain fiscal files and records to document transactions;
- (v) Reconciliation of accounts and regular submission of financial progress report to the University authorities as prescribed under rules.
- (vi) Prepare statements of accounts/ reports;
- (vii) Control and protect the assets in the interest of the University;
- (viii) Delegate the responsibility, motivate and lead other team members, and provide effective performance feedback;
- (ix) Perform any other duties as assigned by the University Authorities;

**Essential Criteria:**

Chartered Accountant (CA) with good academic record with five years' of post qualification experience in relevant field preferably in University/ Educational Institutes/ Government Organization/ Semi Government Organization.

**Highly desirable:**

- (i) Good working knowledge of rules & regulations of Universities/ Educational Institutes relating to accounts, audit, service conditions and related financial matters;
- (ii) Experience in computer systems, finance/accounts related software handling for information processing and retrieval;
- (iii) Excellent communication and interpersonal skills;

**Important Notes:**

- This appointment is for 364 days.
- The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- Walk in interview Date: **Friday, 25<sup>th</sup> March, 2022**. *Reporting time for walk in interview: 0930 hrs.*
- Candidates are required to bring three copies of their resume with photograph affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.

**Address:** The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat (INDIA); E-mail : [hr@gnlu.ac.in](mailto:hr@gnlu.ac.in), Tele : 079-23276611/12