

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Tel: +91-11-41732000, Fax: +91-11-26487059

Website: www.iidlindia.com

CIN: U45400DL2007GOI169232

IIDL is looking to appoint CA Trainee as per the details given below:

Nature of Project	In Take/ Capacity	Duration	Stipend Amount (Max)
CA Trainee (Finance & Accounts)	1	1 year	Rs. 10,000/- pm

Interested and eligible candidates may send their applications at careers@iidlindia.com or send their resumes latest by 05.09.2016 (5:30pm) at the address mentioned below:

Senior Manager-HR
IFCI Infrastructure Development Limited
6th Floor, IFCI Tower,
61, Nehru Place, New Delhi-110019

Job Description

To assist the Finance & Accounts Department for following work:

- a) Assisting in quarterly closing of books of accounts and preparation of quarterly balance sheets
- b) Booking of bills in accounting software;
- c) In providing documents to the external auditor;
- d) Assisting in preparing final accounts;
- e) Compliance w.r.t direct & indirect taxation laws;
- f) Preparing documents w.r.t income tax/ sales tax notices
- g) Other jobs as may be assigned from time to time;