

**Organisation: NHSRC – National Health System Resource Centre**

NHSRC is a Registered Society under Ministry of Health & Family Welfare, Govt. of India, to provide technical support to National Rural Health Mission (NRHM).

**Name of the Post: Accounts Assistant**

**Location: New Delhi**

**Roles and Responsibilities:**

- Instrumental in handling the entire system of receipts and payments, budgets / advances / interacting with banks.
- Calculation, deduction of TDS and preparation of statement for TDS returns.
- Handling cash.
- Verification of bills & voucher.
- Ensure authenticity of expenses before payments.
- Vouchers preparation & filling works.
- Maintain inward and outward register & asset register etc.
- Preparation of financial reports.
- Willing to work additional hours as and when required.
- Undertake any other assignments, which may be assigned from time to time by the Accounts officer, PAO & Executive Director, NHSRC.

**Qualifications and Experience**

- Post graduate in commerce with good academic record.
- Minimum 3 years of post qualification work experience in accounting and finance. Preference will be given to person from NGO / Govt Institutions experience.
- Strong accounting and financial analytical skills with a demonstrated record of accuracy.
- Strong computer skills required including knowledge of Microsoft applications and experience of TALLY software is essential.
- Candidate must possess excellent oral and written communication skills in English.

**Age:** 40 years and below (maximum age will be counted from the last date for receiving the applications).  
Age criteria may be relaxed in case of Ex- Servicemen or for exceptional candidates with required skills.

The eligible candidates should send their applications by email [acct.nhsrc@gmail.com](mailto:acct.nhsrc@gmail.com) or by post to HR Manager, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Make sure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**

Last date for applications is 10 days from date of publication.