#### **Gandhi & Associates**

Legal Anamnagar-32, KTM https://www.lawgandhi.com/

#### **Accountant**

### **Basic Information**

Job Category : Accounting/Finance

Job Level: Mid Level

No. Of Vacancies: 1

Employment Type: Full

Job Location : Anamnagar

Offered Salary: Negotiable

Apply Before: 2025-11-26 (20 Days, 18 Hours From Now)

# **Job Specification**

Education Level: Bachelor Degree

Education Required: Bachelor's Degree In Relevant Field

Experience Required: Greater Than

# **Other Specification**

- Education Level: Bachelor's degree or equivalent in Accounting.
- Knowledge of tally software and Microsoft Office.
- Valid two-wheeler license.
- Minimum 2 years of experience working in the accounts department.

# **Job Description**

#### Roles and Responsibilities:

- Financial Analysis.
- Maintaining financial records, reconciling accounts, and managing expenses.
- Supporting audits, organizing documents, and preparing reports.
- Managing bank accounts and cheques and proficiency in Tally.
- Budgeting.
- MS Excel usage for account and data keeping.