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## Gandhi & Associates

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Legal

Anamnagar-32, KTM

<https://www.lawgandhi.com/>

Accountant

### **Basic Information**

Job Category : Accounting/Finance

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Job Level : Mid Level

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No. Of Vacancies : 1

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Employment Type : Full

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Job Location : Anamnagar

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Offered Salary : Negotiable

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Apply Before : 2026-01-10 ( 0 Days, 3 Hours From Now )

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### **Job Specification**

Education Level : Bachelor Degree

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Education Required : Bachelor's Degree In Relevant Field

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Experience Required : Greater Than

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## **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.
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## **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.