

Job Description

Job Title : Jr. Associate (Accounts)
Position Reports To : Dean of Student Affairs

Job Location : Patiala
Date Verified :

Main Purpose

To manage all banking and taxation activities, ensure timely submission of tax-related documents to the concerned officials, and oversee the cheFinancecking and reconciliation of accounts.

Qualification	M.Com/ MBA (Finance) from a recognised institute/university with a minimum 60% marks in Finance & Accounts.
Experience	Minimum post-qualification relevant technical experience of 2-4 years
Competency	Financial acumen, Hunger and Passion to learn, Inquisitiveness, Creativity & Innovation, excellent interpersonal & networking skills, Excellent communication skills - both written and verbal. Presentation skills, Planning and Organising skills.

Specific Accountabilities and Job Responsibilities

- Supervise and control all banking and taxation activities.
- Verify drafts against the Purchase Order (PO) and ensure that all supporting documents are complete.
- Verify bank charges and interest against the applicable bank schedule of charges.
- Ensure timely submission of tax-related documents to the concerned officials & maintain complete records.
- Prepare and submit weekly reports and Management Information System (MIS) reports.
- Maintain records of Fixed Deposit Receipts (FDRs), including interest rates and maturity dates, wherever applicable.
- Check and reconcile bank accounts daily.
- Ensure timely completion of all accounting processes required for releasing payments and providing financial inputs, as and when required
- Perform any other duties assigned by the management from time to time.

Competencies

- Strong financial acumen.
- Willingness and enthusiasm to learn.
- Inquisitiveness, creativity, and innovation.
- Excellent interpersonal and networking skills.
- Excellent written and verbal communication skills.
- Good presentation skills.
- Strong planning and organisational skills.

Please note: This is a contractual role

Compensation will not be a constraining factor and will be the best in the sector. Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **26th Oct 2026**