



AL KABIR INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(A Unit of Kabir Welfare Trust)

(Approved by AICTE, Govt. of India & Affiliated to the J.U.T., Govt. of Jharkhand)
Kopali, Via Mango, Jamshedpur - 831012 (Ph.: 0657-2917335)

Ref.: AKP/P/2026/004

Dated: 15th Oct, 2026

VACANCY - ACCOUNTANT

Applications are invited for eligible candidates for the post of accountant in Al Kabir Institute of Management and Technology. The candidates applying for this position must mandatorily fulfill these requirements.

1. Pass in Senior Secondary Examination (10+2) or equivalent recognized examination with accounts, economics, mathematics / statistics as preferred subjects.
2. Graduation in Commerce stream. Having post-graduation degree will be an added advantage.
3. Fluency in English and Hindi is mandatory. Knowledge of Urdu will be added advantage
4. Knowledge of MS Office is essential.
5. The candidate mandatorily needs to handle and work on Accounting Package such as Tally within a multiunit organization along with its latest components including GST etc.
6. Having prior working experience in similar establishment will add weightage to the candidature.
7. The maximum age limit for applicant is 45 years. However, the management reserves the right to relax the same in case of deserving candidates. Gender is not a bar.

The accountant will be expected to undertake the following tasks and duties:

1. Maintain day to day Books of Accounts and prepare Receipt & Payment A/C.
2. Examine the income and expenditure of the individual and organisation.
3. Create and maintain budgets.
4. Prepare for Al Kabir Institute of Management and Technology financial statements and provide necessary support in preparing consolidated Trust Account Financial Statements with data of Al Kabir Institute of Management and Technology.
5. Create accounting policies in consultation with senior stakeholders and in alignment with regulatory requirements.
6. Prepare reports that articulate business compliance with regulatory requirements e.g. GST, EPF and Professional Tax compliance in time.
7. Undertake audits, conduct financial investigations and manage insolvency.
8. Provide advice about business plans, structures and accounting systems.
9. Establishing bank accounts, funds and trusts.
10. Help maintain up to date stock register in all dept. of Al Kabir Institute of Management and Technology.
11. Manage cash flow and investment projects.
12. Any other activities or jobs that the management may so decide from time to time.

Emoluments: Negotiable

Eligible candidates may email their resume, to info@akp.ac.in along with the following documents, latest by **Monday 30th Nov., 2026**, end of the day:

- 1) Resume with covering letter
- 2) Scanned copy of your passport size photograph
- 3) Scanned copies of your educational degree certificate
- 4) Describe in not more than 1000 words why you want to take up this job
- 5) Attach copies of your PAN card and Aadhar Card
- 6) Attach copies of your past experience certificate
- 7) Attach copies of any accolade's awards recognition won.

Secretary