

Scottish Church College

Kolkata 700 006

Job Opportunities

Important information:

1. Please attach attested copies of documents.
Incomplete applications will be rejected.
Applicants already in service (Government/Private) must apply through proper channel.
2. The college reserves the right to call a limited number of applicants for written test/ interview based on their qualifications.
3. The college reserves the right not to fill any vacancy advertised, if circumstances warrant.
4. Test/Interview call letters may be sent by email only. Please check your email regularly.

APPLICATIONS ARE INVITED FOR THE FOLLOWING POST :

FINANCE OFFICER – FULL-TIME COLLEGE PAID CONTRACTUAL

The College requires a finance Officer who will be overall responsible for managing the finance and accounts of the College including preparation of Budget, Audit of Accounts, and complying of statutory obligations.

The person will have to assist the Bursar (teaching faculty) who is the in charge of finance and fund of the College on behalf of the College Council.

Requirement

- (1) CA or M.Com Passed
- (2) Experience in handling finance and accounts in corporate or non-profit organization for at least 7 years.
- (3) Age - not less than 38 years
- (4) Remuneration – Rs.40,000/- p.m. consolidated (negotiable for very deserving candidate)
- (5) Retired persons may also apply.

Applications with full bio-data should reach the Principal's Office on or before 13th November, 2020 in closed cover.

Format of Bio-data available at www.scottishchurch.ac.in

Arpita Mukerji
Dr. Arpita Mukerji
Principal

