



<https://jobfy.in/jobs/au-small-finance-bank-recruitment-2025-au-small-finance-bank-careers-for-accounting-assistant-posts/>

Accounting assistant

Job Location

India
Remote work from: IND

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Hiring organization

Au Small Finance Bank

Date posted

March 13, 2025

Valid through

30.06.2025

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- [Front Office Executive - Click Here to Apply Now!](#)

Base Salary

INR 18000 - INR 22000

Qualifications

12th, Graduate, Post Graduate

Employment Type

Full-time

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Description

Au Small Finance Bank Recruitment 2025 – Au Small Finance Bank Careers for Accounting Assistant Posts

Company: Au Small Finance Bank

Position: Accounting Assistant

Location: Remote (Work from Home)

Type: Full-time, Part-time, Remote Jobs

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Looking for part-time jobs near you or remote job opportunities? Au Small Finance Bank is hiring an Accounting Assistant. Whether you're looking for a job close by or prefer to work from home, this is a great chance to join a leading bank and grow your career.

Job Description

Au Small Finance Bank is hiring an Accounting Assistant. As an Accounting Assistant, you will support the accounting team with daily tasks. Your responsibilities will include managing financial records, preparing reports, and

assisting with budgeting. You will also help in processing invoices and tracking bank transactions.

Responsibilities

- Assist in managing financial records and documents.
- Prepare and review accounting reports.
- Process invoices and payments.
- Help with budgeting and financial planning.
- Track transactions and reconcile accounts.
- Support the accounting team with daily tasks.

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Skills

- Basic knowledge of accounting principles.
- Attention to detail and accuracy.
- Good communication and organizational skills.
- Ability to work with numbers and financial data.
- Familiarity with accounting software (e.g., Tally, QuickBooks) is a plus.

Qualifications

- 10th Pass, 12th Pass, or any Graduate.
- Previous experience in accounting is a plus but not required.

Experience

- Freshers and experienced candidates can apply.

Eligibility Criteria

- Minimum Age: 18 years.

Salary

- INR 18,000-25,000 Per Month.

Apply Method

- Apply online through Au Small Finance Bank's official website.

Last Date to Apply

- As soon as possible.

Working Hours

- 9:00 AM – 6:00 PM | Monday to Friday.

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This is a work-from-home job. Apply now for a free job alert and fast job opportunities with Au Small Finance Bank!

Important Links

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