



**Regd. No. U65910UP2002NPL027113**  
(Providers of financial services to the rural poor)  
**CASHPOR@MICRO CREDIT**

**Vacancy Announcement- CASHPOR MICRO CREDIT, VARANASI, UTTAR PRADESH.**

A leading Micro Finance Company working exclusively for BPL Women in UP, BIHAR, MP/BUNDELKHAND, CHHATTISGARH, JHARKHAND & ODISHA over the last 25 years.

Job Title	Regional Accountant
Qualification	B.COM, M.COM, MBA-FINANCE
Experience	0-4 years
Work location	Varanasi
Age Criteria	Up to 35 years
Requirement of Profile	<ul style="list-style-type: none"><li>➤ Proficient on MS-Office.</li><li>➤ Letter/e-mail writing.</li><li>➤ Good Presentation &amp; Communication skills.</li><li>➤ Experience candidate of CA firm. / Working in Accounts domain would be preferred.</li><li>➤ Knowledge of Fundamentals of accounts.</li></ul>
Job Description	<p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"><li>• To work as Regional Officer Accounts.</li><li>• Checking of DCR Opening &amp; Closing Balance.</li><li>• Entry in Traccount after finalizing vouchers.</li><li>• Preparation &amp; sending of Daily Bank &amp; Cash balance to Plan department.</li><li>• Fund request preparation &amp; confirmation from RO on basis of next 3 days' due disbursement &amp; Collection report from ICT.</li><li>• Bank reconciliation statements preparation.</li><li>• FFHO Reconciliation.</li><li>• Salary preparation &amp; sending of transfer sheet to HO Accounts.</li><li>• Preparation of Financial Statement for region.</li><li>• Loan disbursement checked with Processing Fee.</li><li>• TDS calculation for staff.</li><li>• All report related to salary send to different department, Account &amp; Portfolio Tally sheet.</li><li>• Collecting &amp; filing of Deposit Slip &amp; supporting received from RO.</li><li>• Some other works related with the Region like Savings, Money Transfer, PFRDA etc.</li><li>• Any other work assigned by your Immediate Supervisor/Departmental head as and when required.</li></ul>
Perks & Benefits	CTC Up to 22 K, PF  ESIC  Gratuity  Leave encashment  Family Mediclaim Coverage  Weekly half off- all Saturday would be a half day.
No. of Vacancy	06
How To Apply	Interested Candidates are required to submit their application along with their updated CV to Ms. Manshi Singh at e-mail ID of <a href="mailto:hrd@cashpor.in">hrd@cashpor.in</a> ; <a href="mailto:hr20@cashpor.in">hr20@cashpor.in</a> ;
Address	S-8/107, 2nd Floor Varanasi Trade Center, Khajuri, Maqbool Alam Road, Varanasi. Contact No. 9801161413