

<https://www.fintax24.in/job/junior-accountant/>

Junior Accountant

Description

We are hiring a **Junior Accountant** to help with day-to-day accounting tasks. If you are good with numbers, honest, and eager to learn, this is a great opportunity to start or grow your career in accounts.

You will assist with billing, data entry, bank work, and basic GST/TDS work. Training and guidance will be provided.

Responsibilities

- Prepare and check bills, invoices, and payment vouchers
- Do data entry in accounting software (Tally/Zoho/Busy, etc.)
- Assist with GST, TDS, and basic tax-related tasks
- Update daily cash, expenses, and sales records
- Do bank entries and help with bank reconciliation
- Support the senior accountant with daily tasks
- Prepare simple reports as needed

Qualifications

- B.Com / M.Com / similar qualification
- Fresher or 1–2 years of experience in accounting
- Basic knowledge of GST and TDS is a plus
- Comfortable using computers – Excel, Email, etc.
- Knowledge of Tally or other accounting software (preferred)
- Attention to detail, honest, and willing to learn
- Good with numbers and organized in work

Job Benefits

- Fixed salary, paid on time every month
- Learn directly from experienced accountants
- Supportive and friendly work environment
- Long-term job with career growth in accounts
- Office-based job – no field work

Hiring organization

FinTax24

Employment Type

Full-time

Beginning of employment

Immediate or within 1 week of selection

Duration of employment

Permanent

Industry

Accounting And Taxation

Job Location

FinTax24, First Floor, 24 Square,
Nr. Hotel Nandini, Bhavnagar Road,
364270, Palitana, Gujarat, India

Working Hours

09:00AM To 07:30PM (Monday to Saturday)

Date posted

October 18, 2025

Valid through

31.10.2025