

INKEL Limited

Position: Accounts Officer – Finance & Accounts

Industry: Construction / PSU / PMC/ infrastructure development / Roads & bridges / Building, Engineering, Renewable Energy etc.

Brief Key Responsibilities:

- Assist in maintaining accurate financial records, ledgers, and accounting documents.
- Support preparation of financial statements, reports, and reconciliations.
- Process invoices, payments, reimbursements, and expense claims.
- Maintain proper documentation for audits and statutory compliance.
- Coordinate with banks, vendors, and internal departments regarding financial matters.
- Perform other finance and accounts-related duties as assigned.

Qualification: B. Com with 5-year experience, preferably working experience in Construction /

Renewable Energy related Companies.

Salary: As per the industry standard