

## ADDENDUM TO RECRUITMENT NOTIFICATION

Addendum No.: 02/2026

Date: 18.02.2026

Ref.: Our newspaper advertisement dated 25.12.2025 in The Hindu, and Daily Thanthi

With reference to the above recruitment notification, the following amendments are hereby notified:

### Extension of Last Date:

The last date for submission of online applications has been extended to 23.02.2026.

S.No.	Post	Qualification	No. of posts
1.	Accountant	Bachelors' Degree in Commerce/ Bachelors' Degree in Business Administration (Finance) Experience: At least five years' experience in finance, accounts, budgeting matters Adequate knowledge in Tally 9 prime is essential.	01

### Scope of work :

- 1) Manage all accounting transactions
- 2) Prepare budget forecasts
- 3) Publish financial statements in time
- 4) Handle monthly, quarterly, and annual closings
- 5) Reconcile accounts payable and receivable
- 6) Ensure timely bank payments
- 7) Compute taxes and prepare tax returns
- 8) Manage balance sheets and profit/loss statements
- 9) Report on the Institute's financial health.
- 10) Audit financial transactions and documents
- 11) Reinforce financial data confidentiality and conduct database backups when necessary
- 12) Comply with the financial policies and regulations of the Institute.

**Accounts Payable:** ensuring timely payment and reconciliation of supplier accounts and petty cash funds.

**Accounts Receivable:** Supervise the raising of College tuition, boarding, and third-party accounts and control collections in a manner designed to reduce the risk exposure of the College to bad debts and to maximise cash flow. This may include direct contact with parents and caregivers and negotiations within the College's debt management guidelines for payment plans, bursaries and concessions.

### Cash Management:

Under the direction of the Management, develop and implement effective cash management budgeting techniques, including investment to maximise the College's financial resources.

### Management of the College Asset Register:

Maintain accounting and physical movements within the asset register

Conduct periodic stock takes of College assets

Develop/review an effective system of internal control to prevent the loss of College assets

Report on depreciation for relevant accounting periods

### Maintenance of the Insurance schedule Audit:

Under the direction of the Administration, assist the College's appointed Auditor during the financial audit.

Develop an internal audit program for the College that is preventative in nature and provide quarterly reports to the Administration.

**Statutory Compliance**

Preparation of monthly Bank reconciliation statements (BRS).

Preparation of Tax Returns and liaison with the Auditors.

Ensure monthly objectives and deadlines (internal and statutory) are met.

Undertake other reasonable and relevant duties within skills, knowledge, and capabilities as directed by the Administration.

**Salary : 30000/- per month consolidated**

Type of appointment : Ad-hoc / Temporary / Contractual

Tenure : 1 year

**Application Fee:**

No change in the prescribed application fee as mentioned in the original notification.

All other terms and conditions mentioned in the original recruitment notification remain unchanged.

**This addendum shall form an integral part of the original recruitment notification.**