

## APPOINTMENT

### Engagement of “Accounts Assistant” on Purely Casual Basis

Westinghouse Saxby Farmer Limited (WSFL) is under the Public Works Department, Govt. of West Bengal. It is registered under the Company Act, 1956.

WSFL invites applications for the position of **Accounts Assistant** on **casual basis**. The selected candidate will receive a monthly consolidated remuneration, which will be a negotiated amount.

Candidates applying for the position of **Accounts Assistant** must possess the following:

1. No. of Post: 1 (One)
2. Qualification: Graduate Degree in Commerce from a recognized University/Institution;
3. Age: 30 – 40 Years (Relaxable for suitable candidates).
4. Experience: **Minimum 5 (five) years’ experience** in accounts, finance, voucher preparation, and financial record maintenance or related field (may vary depending on the organization). Knowledge of accounting software such as Tally, ERP, or similar accounting systems.
5. Responsibility:
  - i) Maintaining cash book, ledger, and vouchers.
  - ii) Assisting in preparation of financial statements and reports.
  - iii) Handling billing, invoices, and payment processing.
  - iv) Assisting in audit work and documentation.
  - v) Maintaining records of statutory compliance.
6. Remuneration: Monthly Consolidated (Negotiable)
7. Engagement will be on casual basis, with an initial probation period of 1 (One) year. The contract will be extended subject to performance.

Interested Candidates fulfilling above Criteria may apply with complete CV to the email ID: [ao.wsf.2025@gmail.com](mailto:ao.wsf.2025@gmail.com) within 7 (seven) days from the date of publication of this Advertisement.