



<https://targetjob.govhelp.in/job/uco-bank-career-for-accounting-assistant-post-2/>

UCO Bank Career For Accounting Assistant Post

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 35,000 - USD 40,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

UCO Bank Career For Accounting Assistant Post

Position: Accounting Assistant

Location: Work From Home

About the Job

UCO Bank is looking for a detail-oriented Accounting Assistant to join our team. As an Accounting Assistant, you will help manage financial records, process transactions, and ensure accurate accounting. This is an excellent opportunity for someone with basic accounting knowledge who wants to work from home.

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Hiring organization

UCO Bank

Date posted

September 30, 2024

Valid through

31.12.2024

APPLY NOW

Key Responsibilities

- Assist with daily accounting tasks like data entry and record-keeping.
- Process invoices, payments, and other financial transactions.
- Reconcile accounts and ensure accuracy in financial records.
- Support the finance team with audits and reporting.
- Maintain confidentiality of financial information.

Requirements

- Bachelor's degree in accounting, finance, or a related field.

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- Basic understanding of accounting principles and practices.
- Good organizational and data entry skills.
- Knowledge of accounting software is a plus.
- Ability to work independently and meet deadlines.

Benefits

- Work from home with flexible working hours.

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- Competitive salary and benefits package.
- Opportunity to grow in the banking and finance sector.
- Friendly and collaborative work environment.

How to Apply

If this position interests you, please apply through the official UCO Bank website. Be sure to submit your resume and a brief cover letter. We look forward to receiving your application!

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Important Links

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