

Call for Applications | Accountant - Finance

The National Law School of India University (NLSIU) invites applications for a full-time (contractual) role of an Accountant, for a period of one year (extendable based on performance). The role will be based out of the NLSIU Bengaluru campus (with occasional travel).

A. About the Role

We are looking for a bright and dedicated team member who is willing to learn and collaborate with the Clinics and Fellowships team on all aspects of the University accounts and procurement. This is a full-time role based out of the NLSIU campus in Bengaluru. The role will report to the Director (Clinics and Fellowships) and work under the supervision of the Finance Lead.

Key Responsibilities

The role includes but is not limited to:

1. Working under the supervision of the Finance Lead in accounting the day-to-day transactions related to collections, receivables, procurement, payables and expenses with respect to the project.
2. Liaising with bankers for collection of statements, request for services. Reconciliation of project bank accounts on a weekly basis.
3. Regularly updating the Vendor and service provider ledgers. Sending payment advice and responding to queries.
4. Liaising with Statutory, internal and project auditors for various audits. Preparing timely reports as required.
5. Maintaining memorandum accounts for activities under the project.
6. Periodical reconciliation of TDS, GST and other statutory compliances.
7. Updating entries in Fees collection Software and monthly reconciliation of fees dues.
8. Working cohesively with internal and external teams to develop and deliver a reliable and timely accounting framework.

B. Application Details

Qualifications

Essential

- Bachelor's degree in commerce/ business administration with minimum of 55% aggregate marks.
- Ability to maintain accurate and up-to-date records of accounting transactions and statutory reconciliations meticulously.
- Proficient in MS Word, Excel, and PowerPoint Presentation.

Desirable

- Master's degree /CA-Intermediate

Experience**Essential**

- 2+ years of experience in accounting process-oriented roles including preparation of reports and reconciliations.
- Excellent accounting skills.
- Strong execution rigor and operational skills.
- Strong presentation and time management skills

Desirable

- Prior experience in the GL/AP/AR activities.
- Proficient with Tally or other Accounting ERP.
- Knowledge of Zoho Books

Key Attributes

- An appreciation for processes and workflows. Must be able to multitask and work well under pressure.
- Must be able to work effectively and constructively as part of a team.

How to Apply?

Please use the Google form available here, and include the following documents:

- An updated CV
- A statement of purpose (100 – 200 words)
- Details of two professional references

Compensation

- Commensurate with experience, within a range of Rs. 40000-50000.

For any queries, please write to recruitment@nls.ac.in

Deadline

The last date for submission of applications is **December 15, 2025, at 5 pm.**