Template from www.lineupx.com/job-descriptions/accountant. Replace every highlighted [field] and keep the version you need: the full-time job for freshers or the internship.

Accountant (fresher)

Company: [Company name]
Location: [Location] | Work mode: [Work mode]
Employment type: Full-time | CTC: [CTC for the full-time role]
Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a fresher accountant to keep its books accurate and up to date. The accountant records daily transactions, matches bank and party statements to the ledgers and helps the finance team close each month on time. A senior accountant reviews the work and teaches GST and TDS entries, audit schedules and the month-end routine on the job. The role suits a commerce graduate who likes checking details.

What you will do

- Record sales, purchase, receipt, payment and journal vouchers in the accounting software with the right ledger, date and narration
- Match the bank statement with the bank ledger every week and prepare the reconciliation, listing any difference that cannot be explained for a senior to review
- Reconcile customer and supplier statements with the party ledgers and list the invoices, payments or credit notes that do not agree
- Check expense claims and petty cash vouchers against bills and approvals before booking them
- Prepare sales invoices and credit notes from approved orders and keep the invoice register in sequence
- Assist with GST and TDS entries and their working papers under supervision, for review by a senior accountant or the company's CA before anything is filed
- Post accruals, prepayments and other adjustments as instructed during month-end and clear the items on the closing checklist by the due date
- Update the fixed asset register and the outstanding receivables and payables lists, and share them with the finance lead each week
- Pull out the ledgers, bills and vouchers that auditors ask for and answer simple queries from the records
- File vouchers and supporting bills in order, scanned and easy to find by date or voucher number

What we are looking for

- Clear grasp of accounting basics: double entry, debit and credit rules, journals, ledgers and how a trial balance is built
- Hands-on use of Tally Prime or another accounting package: can create a ledger, pass a voucher and print a trial balance
- Excel good enough to match a supplier statement with the ledger: filters, a lookup formula and a simple pivot table
- Accuracy with figures and a habit of checking each entry against the bill or bank line
- Basic idea of what GST invoices and TDS deductions are, with seniors teaching the rest
- Clear, polite email writing to chase vendors and colleagues for missing bills and approvals

- Integrity with money and bank details: reports a difference instead of adjusting a figure to make totals agree
- Ability to plan month-end tasks, meet agreed deadlines and flag workload problems to the senior accountant

Good to have

- Tally certification or a short course in accounting software
- Internship or articleship experience in a CA firm or a company finance team
- CA Inter, CMA Inter or CS Executive cleared or in progress
- Familiarity with Zoho Books or an ERP such as SAP Business One
- A short course on GST and TDS basics
- Comfort with the numeric keypad for fast, accurate entry

Who can apply

B.Com (any specialisation), BBA, BMS, BAF, M.Com or an MBA in finance, or a diploma in accounting. Students pursuing CA, CMA or CS are welcome to apply if they can manage the working hours alongside their studies.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Accountant intern

Company: [Company name]
Location: [Location] | Work mode: [Work mode]
Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]
Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for an accounts intern to learn bookkeeping alongside the finance team. The intern practises voucher entry, helps with bank and party reconciliations and organises bills for audits. A senior accountant guides each task and reviews the work. It suits a commerce student who wants real exposure to accounting software and month-end work.

What you will do

- Enter purchase and expense vouchers in the accounting software after the supervisor has checked the bills
- Match one bank account's statement with its ledger and list the differences for review
- Sort, number and scan bills and vouchers into a clear folder structure
- Summarise petty cash and expense bills in Excel at the end of each week
- Follow up with colleagues and vendors for missing bills and invoices
- Tick off tasks on the month-end closing checklist as the supervisor assigns them
- Write a short weekly note on what was booked, what was corrected and what was learnt

What we are looking for

- Current student or recent graduate in B.Com, BBA, BMS, M.Com or a related stream
- Has studied journals, ledgers and the trial balance, or is learning them now
- Basic Excel and a willingness to learn Tally or the accounting software the team uses
- Careful with numbers and ready to ask when unsure
- Available on the weekdays and for the length of time set out in the internship offer

Who can apply

B.Com (any specialisation), BBA, BMS, BAF, M.Com or an MBA in finance, or a diploma in accounting. Students pursuing CA, CMA or CS are welcome to apply if they can manage the working hours alongside their studies.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Screening questions to add to your job post

1. **A supplier invoice dated 29 August reaches you on 4 September for goods received in August. Which month do you book it in, and why?** Look for awareness of the August cut-off, a check of the goods receipt and of any entry already posted, and a check with a senior before booking. Accept an answer that avoids a duplicate entry. Do not require the words ‘accrual’ or ‘provision’.
2. **Your bank ledger balance differs from the bank statement. Give two reasons that are not mistakes.** Cheques issued but not yet cleared, deposits not yet credited, and bank charges or interest not yet booked are all fair answers. Two valid reasons show the applicant knows what a reconciliation is for.
3. **Which accounting software have you used? Name one voucher type you entered and say what it recorded.** A specific answer, such as a payment voucher for a supplier bill, shows hands-on use. If the answer is only ‘I know Tally’, ask for the last voucher the applicant entered before judging.
4. **Which Excel feature would you use to compare a supplier’s statement with your ledger, and why?** A lookup formula, a pivot table or a COUNTIF check are all fine. You want someone who matches by invoice number instead of reading line by line.
5. **You cannot trace a small difference while reconciling a bank account. What do you do?** The right answer is to keep looking, note the item and tell a senior. Anyone who would quietly adjust the ledger to make totals agree is a risk in a finance role.
6. **In your own words, what are GST and TDS, and which part of them have you worked on, if any?** A fresher needs to know what the terms mean, not quote rules. An honest answer such as ‘I entered GST purchase invoices during an internship’ beats a memorised definition.
7. **How do you check your own entries before you hand them over?** Look for a concrete method: totals agreed to the batch of bills, a trial balance check, tick marks on documents. Careful people can describe how they catch their own errors.