

NSPPL is inviting applications from qualified and experienced professionals for the following position, to be based at project sites:

Sr. No.	Role/ Position	No. of Posts	Location	Eligibility
1	Accounts Officer – Finance & Accounts	03	Project Sites (Anywhere in India)	<p>To manage and control project-level financial operations, ensure statutory compliance, and support administrative functions at the project site for smooth execution of O&M activities.</p> <p>A. Finance & Accounts Responsibilities</p> <ul style="list-style-type: none"> • Maintain day-to-day accounting of project transactions (revenue, expenses, assets & liabilities) • Extract revenue data from TMS / Bank Portal and prepare monthly MIS reports • Handle accounting for toll operations and O&M project activities • Perform bank reconciliations, vendor reconciliations, and ledger scrutiny • Maintain proper accounting records and documentation • Prepare schedules and data for statutory audits and coordinate with auditors • Support internal audits and ensure timely closure of audit observations • Prepare TDS working, ensure timely deposit and assist in TDS returns filing • Support GST reconciliations and compliance requirements • Monitor project budgets and expenses vs. actuals • Process vendor bills, employee reimbursements, and payment documentation • Ensure compliance with company policies, SOPs, and financial controls <p>B. Administrative Responsibilities (Additional Role)</p> <ul style="list-style-type: none"> • Oversee site administration activities including office management and upkeep • Manage vendor coordination for housekeeping, security, utilities, etc. • Handle asset records and inventory management at project site • Support HR coordination (attendance, onboarding support, documentation) • Ensure compliance with local statutory requirements (labour laws, registers, etc.) • Coordinate for travel, accommodation, and logistics for site staff • Maintain records of contracts, agreements, and licenses • Support procurement processes and local purchasing as per approval matrix • Ensure availability of office supplies and consumables • Assist Project Manager in general administration and reporting tasks <p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Qualification: CA Inter / M. Com / B. Com • Experience: 4–5 years in infrastructure / roads / toll / O&M projects • Prior experience in project/site accounting is preferred

Candidates are advised to upload their details at the link – <https://nhit.hire.hrstop.com/CareerSite/Jobs/Detail/5329/Accounts-Officer-Finance-Accounts/>

The last date for submission of application is May 14, 2026.

Equal Employment Opportunity:

NSPPL is an Equal Opportunity Employer and doesn't discriminate in employment based on race, religion, gender status in our employment and hiring practices. We encourage qualified candidates from all backgrounds to apply for open positions within our company.