SVY/EST/57/Nov/2026 **Date: 20/11/2026**

Vacancy Notification

Swami Vivekananda Yoga Anusandhana Samsthana,
***Deemed to be University*,**
Jigani, Bengaluru-560105.

Applications are invited for the following position

Senior Assistant – Accounts & Finance (03 Positions)

The Senior Assistant – Accounts & Finance will be responsible for supporting day-to-day accounting and financial operations, maintaining accurate financial records, processing transactions, assisting with reconciliations, and supporting statutory compliance and reporting activities.

Key Responsibilities

- Maintain accurate books of accounts and financial records.
- Record and verify invoices, receipts, payments, expenses, and journal entries.
- Handle accounts payable and accounts receivable activities.
- Prepare bank, vendor, customer, and general ledger reconciliations.
- Prepare MIS reports and other financial statements as required.
- Monitor outstanding receivables and payables and follow up for timely settlements.
- Assist with GST, TDS, income tax, and other statutory compliance activities.
- Verify supporting documents and ensure compliance with internal financial controls.
- Maintain proper filing and documentation of accounting records.
- Support the reporting authorities in day-to-day accounting and administrative activities.
- Ensure confidentiality and accuracy of financial information.
- Reconciliation of stock, inventories etc.
- Cash counter handling.

Registered address : #19, Eknath Bhavan, Gavipuram Circle, Kempegowda Nagar, Bengaluru, Karnataka - 560004
080-2661 2669 | +91 7022024777

Prashanti Campus : Prashanti Kutiram, Vivekananda Road, Kalluballu Post, Jigani, Anekal, Bengaluru, Karnataka - 560105
080-2263 9968 | +91 7676749929

City Campus : Sattva Global City Mysore Road, Rajarajeshwari Nagar, Bengaluru, Karnataka - 560059
080-2990 0083 | +91 9070907066

www.svyasa.edu.in | info@svyasa.edu.in | sgc@svyasa.edu.in

Qualifications

- Bachelor of Commerce (B.Com) / Master of Commerce (M.Com)/ Masters in Business Administration (MBA) – Finance
- Working knowledge of accounting principles and statutory requirements.
- Proficiency in MS Excel and accounting/ERP software such as Tally, or similar systems.

Note:

1. *Interested candidates can apply by sending their detailed Resume to* ***hrdesk@svyasa.org*** *before* ***5/12/2026.***
2. *Emoluments will as per the institutional norms.*

Note: S-VYASA Management has sole rights to increase, decrease, or withdraw the advertised position(s) at any time without prior notice.

Sd/-
Registrar

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