

Asst. Manager – Finance & Accounts

i) Qualification:

CA / ICWA (Inter) with practical knowledge in handling finance and accounts in Tally software package.

ii) Experience:

2-5 years of experience in public/private sector / multi-national organizations with focused knowledge **on statutory financial and accounting principles**

iii) Age:

Between 25-30 Years

iv) Duties & Responsibilities:

Assist Chief – Fin. & Accts in:

- Preparation of Annual Budget Estimates (BE) / Revised Budget Estimates (Rev. BE)
- Monitoring of performance of the divisions against BE / Rev. BE
- Preparation of Monthly Information Reports on the fin. Performance against BE.
- Preparation Annual accounts
- Preparation of Agenda and Minutes for Fin. Committee meetings
- Preparation of Monthly Salary Bills
- E-filing and on-line statutory payments of PF, ESI, TDS, Prof. Tax, GST, etc.
- Checking of Bank and Cash Voucher entries
- Scrutiny & verification of Bills
- **Any other duties as assigned by the Chief – F&A / Competent authority**