

Tea Board

Tea Board India, Under Ministry of Commerce & Industry, Govt. of India, invites applications from eligible candidates for engaging Chartered Accountant purely on contractual basis for a period of one year.

Name and number of Post	Age Limit	Duration	Qualifications	Experience	Role/Responsibility:-
CA (On Contract) (One post)	Not more than 35 years as on 31.03.2022	Purely on temporary basis initially for one year which may be extended based on performance	Essential <ol style="list-style-type: none"> 1. Qualified Chartered Accountant (awarded by ICAI) / Cost & Management Accountant (awarded by Institute of Cost Accountants of India), with 2 years' post qualification experience. 2. Experience in Accounts Finalizations, MIS Reporting, and Accounts supervision. 3. Excellent command in MS Office with special emphasis on MS Excel. 4. Experience should match with roles and responsibility specified herewith. 5. Thorough Knowledge on operation of Tally ERP 9. 6 Thorough Knowledge of Accounting Standard and Standard Auditing Practices. 	3 – 5 years	<ol style="list-style-type: none"> 1. Auditing and financial concurrence of all proposals / applications related to Plan Schemes and Non Plan expenditure. 2. Knowledge of GSTR-1, GSTR-2B, 2A and GSTR-3B. Preparation of monthly reports related to GST input and output. All GST related work including raising of GST invoice as amount received. 3. Preparation of monthly receipts and payments, income expenditure and balance sheet, finalization of books of accounts. Ensure that Internal & External audit requirements are met and proper validation of accounts & prepare monthly variance report, preparing periodic financial statement including Annual Accounts, budget, cash flows, MIS report, BRS, ledger scrutiny etc. 4. TDS related work and TDS returns. 5. Adequate knowledge of Tally (ERP). Tally entries in all accounts, separate tally entries bank account wise. 6. Reply to the CAG/ Internal Auditors

The above post is purely temporary/contractual and doesn't entitle the appointee to any claim, implicit or explicit for absorption in the service of the Board.