

PROFILE OF CORPORATE FINANCE IN MECON

Consultancy & Project Finance group

- Bills processing and release of payments to sub-contractors/Vendors
- Invoicing to different clients
- Financial evaluation of Vendors
- Monitoring of Bank Guarantees (Clients/Vendors)
- Ensuring timely Statutory compliances related to ITDS, GST, etc.
- Quarterly and Annual closing entries and MIS reporting
- Meeting with Clients and Vendors on different issues
- Replying to Audit queries of Internal Auditor, Statutory Auditor and Govt. Auditor etc.

Supplier's & Contractor's Bill Group

- Tender Opening, evaluation and recommendation
- Monitoring of Bank Guarantees (Suppliers / Contractors)
- Bills processing and release of payments to Suppliers & Contractors
- Statutory compliances related to ITDS, GST, etc.
- Processing of Foreign Tour Advance to employees and Processing of payment vouchers to overseas suppliers
- Quarterly / Annual Closing entries and MIS reporting
- Replying to Audit queries of Internal Auditor, Statutory Auditor and Govt. Auditor etc.

Pay Bill, PF & Gratuity Group

- Processing and Payment of salary to all employees
- Remittance of statutory recoveries to Exchequer / Statutory bodies
- Filling of Quarterly TDS Return and preparation of Income Tax Deduction Certificate (Form 16)
- Final settlement on separation of employees from the company

- Maintenance of PF & Pension accounts of employees of the Company
- Investment of surplus fund as per EPFO guidelines
- Filing of monthly and yearly Provident Fund returns as well as monthly return of pension
- Quarterly and annual closing entries and handling the queries of various statutory and non-statutory bodies .

TA and Medical bills Section

- Processing of Tour Advance on official tour / Permanent transfer as per Company rules and adjustment / processing / accounting of final tour bills
- Processing the invoices of travelling agency for issue of Air Tickets
- Processing of Medical bills & Medical Tour bills as per rules of the Company
- Processing / accounting of final settlement travelling bills as per the rules of the Company including reimbursement of transportation of household goods on the basis of documentary evidence
- Quarterly / Annual entries and MIS reporting
- Handling Audit queries of Internal Auditor, Statutory Auditor and Govt. Auditor etc.

Taxation Group

- Preparation, computation and filing of monthly GST returns like GSTR 3B & GSTR 1
- Timely compliance of Tax Audit u/s 44AB, filing of Annual Income Tax Return and filing of quarterly TDS Return/rectification etc
- Appearing before the assessing authorities of the different states for the completion of assessment and VAT Audit under VAT/CST Act
- Preparation and filing of written submission and appearing before different adjudicating authority under old Service Tax and VAT regime
- Preparation and filing Appeal before CIT (Appeal)/ITAT (Income Tax Appellate Tribunal)
- Handling query/issues raised by Statutory Auditor, Govt. Auditor (CAG), Service Tax Deptt. Auditor, Income Tax Deptt. etc

Treasury Management Group

- Disbursements of payments through digital modes (RTGS / NEFT / Bank Transfers) in respect of employees, vendors, suppliers, statutory dues, etc.
- Centralized working capital management of Surplus / Idle Funds lying at other offices of the Company

- Preparation and Compilation of data to be provided to Credit Rating Agency and CMA (Credit Monitoring Arrangement) data to Banks.
- Scrutiny and Preparation of Bank Reconciliation Statement
- Quarterly / Annual entries and MIS reporting
- Handling Audit queries of Internal Auditor, Statutory Auditor and Govt. Auditor etc.

Corporate Accounts Group

- Preparation of quarterly and annual accounts in compliance with Ind-AS and Companies Act, 2013
- Maintaining of site office accounts on quarterly basis
- Consolidation and finalization of Company's accounts at HO (Ranchi)
- Providing input for computation of financial parameters for preparation of Projected Financial Statements
- Meeting/interaction with Statutory Auditor/Govt. Auditor (CAG)
- MIS reports to Management & preparation of Annual Budget