ITDC proposes to recruit 04AMs on regular basis, the details of which are as under:-

Name of the Post	Assistant Manager (F&A)
Pay scale of Rs.	Rs. 40,000 – 1,40,000 (IDA) **Annual CTC : Rs. 11.78 Lakhs approx.**
Category of post	02 Un-reserved, 01-ST & 01 OBC
Age	30 years

Since the post of Assistant Manager (F&A) is transferable on all India basis in ITDC, therefore, database for PAN India will be required. Further job duties / responsibilities of AM (F&A) is attached herewith.

In view of above, you are requested to kindly guide us through the process of registration for CMA Campus Placement drive.

Thanking you.

for India Tourism Development Corporation Ltd.,

(Md Sadam Hussain)
Assistant Manager (HR)

Job duties / responsibilities for the post of Assistant Manager (F&A)

TECHNICAL & BEHAVIORAL COMPETENCY

- Knowledge of Ind AS
- Knowledge of Excel
- Understanding of accounting, taxation, audits, TDS
- Ability to work with Team and to manage their expectations
- Excellent communications & presentation skills
- Experience in Tally
- Multitasking and managing multiple priorities

JOB RESPONSIBILITIES

- Preparation of Monthly MIS Report & Reconciliations
- Day to Day review of accounting work
- Tax Assessments & Returns
- Preparation of annual and quarterly financial statements as per Ind As
- Managing cash flow and periodic cash flow reporting
- Monthly GST Payments / Returns GSTR 1 & GSTR 3 B
- Tax Audit / GST Audit
- 24Q / 27Q TDS Monitoring Quarterly TDS Returns, 26 AS Reconciliations
- Monitor Revenue, Bill booking and Receivable Management
- Monitor Vendor Payments and reconciliations
- Monitor Regular Bank Reconciliations
- Co-ordination with Statutory Auditors, C&AG and Internal Auditors
- Banking and Treasury Management
- Any other finance and accounts activity