

ITC LIMITED INDIA TOBACCO DIVISION

JOB PROFILE : **Assistant Manager - Finance**

FUNCTION : **Finance**

LOCATION : **Anywhere in India**

LEVEL/GRADE: **6 / TG1 / 2 / 3**

1. JOB TITLE

Assistant Manager - Finance

2. REPORTS TO

The Sr. Finance Manager / Senior Commercial Manager depending upon the location.

3. EDUCATION & EXPERIENCE

- ICWA/ CMA

4. INDICATIVE JOB RESPONSIBILITY

- Maintenance of accounting / statutory records (Taxation, EPFS, ESI, etc.)
- Book keeping and related matters.
- Costing of Raw Materials.
- To maintain inventory of Fixed Assets & Depreciation.
- Cash Control – Banks.
- Excise / Customs / GST.
- Timely and correct feedback upwards and downwards and to Head Office.

5. TECHNICAL/ FUNCTIONAL & BEHAVIOURAL COMPETENCIES

- Functional Excellence – Knowledge of Accounting Standards, Taxation, Costing, etc.
- Business Understanding
- Awareness of new amendments in Financial and Business Laws
- Ability to think and act with a strategic perspective
- Creative problem-solving skills
- Good communication/ negotiation skills
- Good work practices and discipline
- Ability to create a climate of innovation, mutual confidence and credibility and command respect.

Name of the position : Assistant Manager - Finance
Eligibility criteria : mentioned in Job Description attached
CTC p.a. : 12 lakhs per annum
Job location : Anywhere in India