

Recruitment of Assistant Manager (F&A) in Finance & Accounts Deptt. of India Tourism Development Corporation Ltd. through Campus Placement Programme at ICMAI.

ITDC proposes to recruit 02 AMs 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	01 Un-reserved & 01 OBC
Age	30 years

Further job duties / responsibilities of AM (F&A) is attached herewith.

Job duties / responsibilities for the post of Assistant Manager CF&AI

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

