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| <b>ITC LIMITED<br/>INDIA TOBACCO DIVISION</b> |
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**JOB PROFILE** : **Assistant Manager - Finance**

**FUNCTION** : **Finance**

**LOCATION** : **Anywhere in India**

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

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**1. JOB TITLE**

Assistant Manager - Finance.

**2. REPORTS TO**

The Manager Finance / Senior Manager Finance 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.

- **CTC p.a. : 12 lakhs per annum**