

<b>ITC LIMITED INDIA TOBACCO DIVISION</b>
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**JOB PROFILE** : **Finance Superintendent**

**FUNCTION** : **Finance**

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

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

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

**Job location** : **Anywhere in India**

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1. **JOB TITLE**  
Finance / Commercial Superintendent.
2. **REPORTS TO**  
The Manager Commercial / Senior Commercial Manager depending upon the location.
3. **EDUCATION & EXPERIENCE**
  - 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.