
Sub: Job/ duties of Asst Manager (F&A)

This is with reference to the IOC Ref: HR/Rectt./21 dated 09.11.2021 on the above mentioned subject. As such there is no defined Job responsibilities/ duties of AM (F&A) in ITDC, however, the following may be considered for this very purpose.

TECHNICAL & BEHAVIORAL COMPETENCY

- Knowledge of Ind AS
- Knowledge of Excel
- Excellent understanding of accounting, taxation, handling audits (statutory, C&AG & tax), TDS and matter related to the finance and accounts.
- Ability of team handling and to manage their expectations.
- Excellent communications & presentation skills
- Experience in Tally.
- Multi-tasking 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 3B
 - Tax Audit / GST Audit
 - 24Q / 27Q TDS Monitoring Quarterly TDS Returns, 26AS 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
 - Any other finance and accounts activity
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