

तारीख
Date

09.01.2024

निर्देश
Reference

HR/RECTT./24

Dr. Sumita Chakraborty
Additional Director (Career Counselling & Placement)
The Institute of Cost Accountants of India,
CMA Bhawan
12, Sudder Street,
Kolkata – 700 016 (West Bengal)

Subject :- Campus Placement

Respected Sir / Madam,

This has reference to our telephonic conversation held and your email dated 03.01.2024 for 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:-

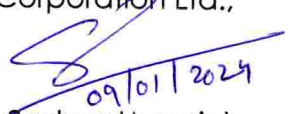
Name of the Post	Assistant Manager (F&A)
Pay scale of Rs.	Rs. 40,000 – 1,40,000 (IDA) Annual CTC : Rs. 11.5 Lakhs approx.
Category of post	02 Un-reserved
Age	30 years

Since the post of Assistant Manager (F&A) is transferable on all India basis in ITDC, therefore, database for PAN India will be required. Further job duties / responsibilities of AM (F&A) is attached herewith.

In view of above, you are requested to kindly guide us through the process of registration and participation in the CMA Campus Placement drive.

Thanking you.

for India Tourism Development Corporation Ltd.,


09/01/2024
(Md Sadam Hussain)

Assistant Manager (HR)

एम जी सदाम हुसैन / MD SADAM HUSSAIN
सहायक प्रबन्धक (एच आर) / Asstt. Manager (HR)

रजिस्टर्ड कार्यालय : स्कोप कॉम्प्लेक्स, कोर 8, छठा तल, 7 लोदी रोड, नई दिल्ली 110003 भारत दूरभाष : 91-11-24360303 फ़ैक्स : 91-11-24360233
Regd. Office : Scope Complex, Core 8, 6th Floor, 7 Lodi Road, New Delhi 110003 INDIA Tel : 91-11-24360303 Fax : 91-11-24360233
www.itdc.co.in | CIN : L74899DL1965GOI004363
Scope Complex, Core-8, Lodhi Road, New Delhi-110003

Job duties/responsibilities for the post of AM (F&A)

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, 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