



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Manager – Accounts & Finance**

Indian Institute of Management Ahmedabad (IIMA) is looking for Manager – Finance & Accounts (F&A). Manager – F&A is a middle management level position with higher educational qualification, maturity and integrity. Manager-F&A will direct and carry out all administrative functions of Finance and Accounts Department under the guidance and supervision of Chief Manager/Head.

#### **Job Profile:**

1. Finalisation of Accounts and Budget.
2. Taxation including Service Tax, GST, Income tax and other applicable taxes.
3. FCRA Compliance.
4. Any other Accounts / Finance related function.

#### **The detailed job specifications are as under:**

1. Establish and ensure proper Accounting System, procedures, policies and internal control.
2. Tax payments (e.g. Income-Tax, Service Tax, GST, Profession Tax, Works Contract Tax, and any other applicable taxes).
3. Approve and coordinate changes and improvements in automated financial and management information system for the Institute.
4. Ensure accounting and maintenance of Institute's short duration and long duration Programmes, Programme Projects and other activities.
5. To check and maintain Institute's development and maintenance activities, capital expenditure and maintenance of fixed asset register
6. Oversee the approval and processing of revenue, expenditure and position control documents, department budgets, mass salary updates, ledger and account maintenance.
7. Managing day-to-day function of Account's department and leading team in the department.
8. Review of various Banking operations like online payments, Bank Reconciliation etc.
9. Timely Finalisation of Accounts as per the format provided by
  - a. MHRD for Central Autonomous Bodies and
  - b. As per Bombay Public Trusts Act, 1950.
10. Be interface with and manage various audits such as Pre-Audit, Internal, Statutory, Cost Auditor and also with CAG, CERA and other statutory authorities.
11. Support Management by providing key analytical Performance Reports / information about the financial performance of the Institute, short and long term Planning & Budgeting, sensitivity analysis, review of Institute's financial position, Cost review, Trend Analysis etc.
12. MIS reports pertaining to various Programmes / Projects
13. Assist in preparation of Institute's Budgets.
14. Insurance & Risk Management – Negotiations, Comparison, Assessment of coverage, Settlement of Claims etc.
15. Taxation:
  - a. Income Tax:

- i. Filing of Income Tax Returns and handling Income Tax Assessments
  - ii. TDS matters relating to salaries, contractors, professionals, rents, foreign nationals etc.:
    - (i) Deduction and timely deposit of TDS
    - (ii) Filing of e-TDS returns for salaries and non-salaries
    - (iii) Issuance of TDS certificates within time etc.
  - iii. Correspondence with Income Tax Dept., responses to Show Cause Notices and attending personal hearings.
- b. Service Tax / GST:
- i. Applicability of Service Tax / GST on Institute's services/ projects/ programmes and registration for new services as and when required.
  - ii. Ensuring compliance with all service tax / GST statutory requirements including raising of invoices, input credit, accounting of the same etc.
  - iii. Filing of returns under Service Tax / GST
  - iv. Handling of Service Tax / GST Audit
  - v. Correspondence with Service Tax / GST Dept., responses to Show Cause Notices, attending personal hearings, appeal matters etc.
- c. Other taxes viz. Works Contract Tax, Professional Tax and any other taxes applicable to the Institute.

16. FCRA Compliances including work relating to preparations of F.C. Accounts, filing returns etc.

17. All other matters as may be specified from time to time.

#### **Qualification & Experience:**

- The candidate should be a professional Chartered Accountant (CA) OR holding full time MBA (Finance) degree from a reputed institute.
- The candidate should have at least 15 years post qualification professional experience in the field of Finance/ Accounts/ Audit Departments, of which about 8 years must be in an overall supervisory position.
- Experience from Autonomous Bodies or large Academic Institution or PSUs is desirable.
- Candidate should have served in the 6<sup>th</sup> CPC - GP 5400 or above for at least 5 years OR drawing equivalent pay in private sector (Approx. Rs.60,000 per month).

**Age:** Max. 50 years as on the last date of application. Government of India instructions on reservation will be followed.

**Reporting to:** The selected person will report to the in-charge of Accounts/ Finance Division.

**Salary & Allowances:** Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **June 28, 2017**.

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