



JOB DETAIL

Job Name	Deputy Manager (Accounts)-Reserved for SC candidate
Description	NDDB offers excellent work environment with considerable freedom for innovative activities and also provides great learning opportunities to each employee to work in teams of individuals who are highly qualified, competent and committed to the organisational objectives. We are looking for an young and energetic officer for our Accounts Group.
Job Category	Accounts
Designation	Deputy Manager
Profile Summary	Manage the accounts function on sound accounting standards and principles.
Key roles and Responsibility	<ul style="list-style-type: none"> • Preparation of bank reconciliation statements interest and proper checking of penal interest and bank charges. • Calculation and accounting of Interest on surplus/deficit funds from Project authorities/Fixed Deposits, Interest/dividend received on PF Trust Investment. • Accounting and monitoring of Investment of funds in Fixed Deposits, Bonds and Overdraft, PF Trust, Surplus fund Investment. • Preparation of Budget for Income and expenses from Investment activities, Interest on funds, employee remuneration. Projection of Interest income and expenditure for Advance Tax every quarter • Compilation of quotes received from investment brokers for investment of surplus funds. • Preparation of Investment committee meeting agenda. Coordination and correspondence with Bank authorities and arranging confirmation. • Payment of GST, TDS (under Income Tax and GST) . • Issuance of Tax declaration forms (TDS, e-way bills). • Preparation of return of TDS-Income Tax, TDS- GST. Checking of FUR and Item wise statement on monthly basis to Project Authorities. • Checking of financial eligibility in every bid. • Reconciliation with subsidiaries/associates on quarterly basis. • Attending negotiation meeting where the bid value is less than Rs 50 lakh. • Preparation of Urgent Cash Report on monthly basis. . Entering new Bank guarantee, providing information about Bank Guarantee which are expiring to the respective groups, Issuing letter for confirmation from bank, extension from party, Letter of Invocation to Bank. • Checking and passing of entries related to closure of Projects. • Providing monthly data and validating data related to salary, settlement of relieved employees. • Processing of PF, SAS and Gratuity trusts settlement and advance application. • Processing of reimbursement claims related to TA, LTC, Lease Rent, Driver's salary, Leave encashment etc. Loans and advances related request under NDDB scheme like personal loan, car loan, and housing loan. • Checking of actual Investment declaration Form. • Processing of Foreign payments. Uploading of approved budget in system and processing and updating of additional budget/re-appropriation request for budget. • Any other task, assigned by Reporting Officer/Group Head.
Qualification & Experience	CA/ICWA/CMA/Full Time MBA (Finance) with minimum 2 years experience.
Location	Anand
Other Essential attributes and skills	<p>Technical Skills:</p> <ul style="list-style-type: none"> • Knowledge about the Accounting Standards • Knowledge about MS-Excel, MS-Word, Power-Point Presentation • Knowledge about statutory compliances <p>Managerial Skills:</p> <ul style="list-style-type: none"> • Good interpersonal skills • Resolving queries in a timely manner • Possesses strong commitment to team environment dynamics • Administrative skills
Remarks	The position is reserved for SC candidate.

The maximum age limit for the position is 32 years (As 01 February 2022).

Place of posting: Anand, Gujarat and the candidate should be willing to work Anywhere In India.

Last date of receiving updated online applications is 20 February 22

Keywords: CA, ICWA, CMA, Full time MBA (Finance), Accounts, Chartered Accountant, Reserved for Scheduled Caste

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