

SCOPE/HR/ Rectt.

15.12.2016

Post: Assistant Manager (Finance &Accounts)

Qualification: B.com/ M.com/ B.Com + CA- Inter/MBA (Finance) and equivalent professional degree.

Experience:- Candidates should have 10-15 years post qualification experience of working in the Finance & Accounts Department in a reasonably large organization and having involving financial scrutiny and concurrence of the proposals. Person having worked in F&A Department of Govt./PSU or similar organization will be preferred.

Job Description:

- Preparation of statement of accounts.
- Compliance of all tax laws and should have fair understanding of accounts standards.
- Compliance of audit observations and maintaining Books of Accounts.
- Banking Operations and consultation with Tax Consultants.
- Should be able to work independently on latest accounting software Tally version (9.3) & MS Office. Knowledge of ERP will be preferred.
- Handling tax matters such as Income Tax, Service Tax etc. including e filling of tax return, Handling salary issues & dealing with EPF/ESIC & related compliance matters.
- Handling of Work Accounts, Tender evaluation, Invoice/Bills and related matters.
- Persons with ability to prepare memoranda on economic/fiscal issues will have added advantage.
- Should have good communication skills and ability to liaison with key stakeholders, Banks, PSUs, Govt. Bodies etc on financial issues and related matters.

Age : 30- 45 years

Pay Scale:Rs. 44900 – 142400 (equivalent Grade Pay Rs. 4600)

Note: *Of the total experience as above, the applicant must have worked as Executive – F&A or Accounts Officer atleast for 3-4 years in the Pay Scale of Rs. 35400-112400 (equivalent Grade Pay Rs. 4200) or equivalent Pay in case working in PSU/ Govt. For others, Pay should be comparable along with executive experience as above.*

Salary & Perks: As per norms of SCOPE.

How to Apply:

Interested candidates may please send their details CV clearly mentioning their Name, Date of Birth, Address for Communication & Contact Details, Qualification, Experience (from current to last), Training undertaken, Current Salary Drawn, Name of Two Referees with professional acquaintance (with contact number) with copy of credentials of experience and qualification to : **Sr. Manager – HR**, Standing Conference of Public Enterprises, Core -8, 1st Floor, SCOPE Complex, 7 - Lodhi Road, New Delhi – 110003. Soft copy of application may also be sent at zaman.scope@gmail.com / kavitasharma.scope@gmail.com



Application must reach **within Fifteen Days from the date of advertisement** to SCOPE. Hard copy of application must be sent by post along with documents in addition besides details are sent by mail.