



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Chartered Accountants (Finance/Accounts/Compliance)**

Indian Institute of Management, Ahmedabad (IIMA) is looking for Chartered Accountants for its Finance, Accounts and Compliance Departments under the guidance and supervision of the Head, Finance and Accounts.

#### **Job Description:**

The main job areas are as follows:

1. Taxation including Income tax and Service tax
2. Finalisation of Accounts and Budgets
3. FCRA Compliance, Provident Fund, NPS etc.
4. Compliance work related to various tenders awarded and contracts/agreement/MOU signed by the Institute
5. Any other account/finance related function.

The detailed job specifications are as under:

#### **1. Taxation:**

##### ***a. Income Tax:***

- i. Institute's exemption u/s 10(23)(c)(vi)
- ii. Exemption u/s 197 for no deduction of tax at source
- iii. Filing of Income Tax Returns and handling Income Tax Assessments
- iv. TDS matters relating to salaries, contractors, professionals, foreign nationals and parties etc.
  - (i) Deduction and deposit of TDS
  - (ii) Filing of returns
  - (iii) Issuance of TDS certificates etc.
- v. Correspondence with Income Tax Dept., responses to Show Cause Notices and attending personal hearings.

##### ***b. Service Tax:***

- i. Applicability of Service Tax on Institute's services/ projects/ programmes and registration for new services as and when required
- ii. Ensuring compliance with all service tax statutory requirements including raising of invoices, input cenvat credit, accounting etc.
- iii. Filing of returns
- iv. Handling Service Tax Audit
- v. Correspondence with Service Tax Dept., responses to Show Cause Notices, attending personal hearings, appeal matters etc.

*c. Other taxes viz. Works Tax, Professional Tax and any other tax applicable to the Institute.*

**2. Finalisation of Accounts:**

- i. As per format of Central Autonomous Bodies
- ii. As per Bombay Public Trusts Act, 1950.

**3. Budget:** Assist in preparation of Institute's Budgets.

**4. Compliance:**

- i. FCRA Compliances including work relating to preparations of F.C. Accounts, filing returns etc.
- ii. ii. Checking of general tender terms, specific tender terms, contract terms, signing of contract/agreement/MOU etc. and ensuring of compliance of various laws as well as interest of the Institute.

**5. Others:** All other matters as may be specified from time to time.

**Qualification & Experience:**

The candidate should be a professional Chartered Accountant (CA) with at least 5 years post qualification experience in the Finance/Accounts/Audit Departments. Candidates having experience from Autonomous Bodies or large Academic Institution or PSUs may be preferred.

**Age:** Maximum 40 years. Government of India instructions on reservation will be followed.

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

**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.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **November 6, 2016**

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