

Website:



**INDIAN INSTITUTE OF MANAGEMENT
AHMEDABAD**

REQUIRES

Chartered Accountant

Qualification & Experience : He/She will have to Chartered Accountant (CA) with at least 10 years post qualification experience in the Finance & Accounts Department preferably from any Autonomous Bodies or large Academic Institution of which five years should be in senior level position.

The main job profile shall be:

1. Taxation including Income tax and Service tax
2. Finalisation of Accounts and Budgets
3. FCRA Compliance, Provident Fund, NPS etc.
4. 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 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. Assist in preparation of Institute's Budgets.
 4. FCRA Compliances including work relating to preparations of F.C. Accounts, filing returns etc.
 5. All other matters as may specified from time to time.

Reporting to : The selected person will report to Group Head (Finance & Budgets)

Salary & Allowances: Selected candidate will be offered a fixed term appointment for a period of three years on a consolidated monthly salary of Rs.56400/- per month at a minimum of Pay, which is negotiable based on experience. After completion of the fixed term period, candidates may be considered for permanent absorption in the Pay Band 3 (15600-39100) with Grade Pay of Rs.6600/- depending on their performance and competence.

Age: Below 50 years. Government of India instructions on reservation will be followed.

Candidates are advised to **APPLY ONLINE ONLY** latest by **22/09/2013**.

Further details and online apply. Please log on to Institute website:
<http://www.iimahd.ernet.in/institute/working-for-us/current-openings.html>

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