

NATIONAL JUTE MANUFACTURES CORPORATION LTD  
A Government of India Undertaking  
Ministry of Textiles  
Chartered Bank Building,2nd Floor  
4,N.S Road  
Kolkata 700001

**Recruitment criteria for Finance Officer**

SL No.	POST NAME & No of vacancy	AGE AND QUALIFICATION	JOB PROFILE AND NATURE
1.	Finance Officer  Vacancy -01	<p>Graduate preferably B.Com, CA (Inter) / ICWA (Inter).</p> <p>Knowledge of Computer operation with word, Excel, PowerPoint and Internet as well as sound knowledge of operating accounting package i.e. Tally is essential.</p> <p>At least 5 years working experience in preparation of Financial Statement of Public Limited Company.</p> <p>Preference will be given to those who have Government or Semi Government Experience.</p> <p>Consolidated Salary Rs. 25000/- per month. Age: Maximum 55 Years.</p> <p>Engagement is purely contractual basis initially for 1 year through manpower agency.</p>	<p>Job responsibility:</p> <p>As Finance Officer at Corporate Office, he will be required:</p> <ol style="list-style-type: none"> <li>1. To Prepare and finalize the financial Statement i.e. Balance Sheet Profit &amp; Loss, Cash flow statement as required by Companies Act 2013, in the operating system Tally as well as Bank / TDS reconciliation etc.</li> <li>2. To process the Claim / bills.</li> <li>3. To handle the Income Tax, Sale Tax, GST and e-filing the return of the same within the due time.</li> <li>4. To prepare various report related to Finance as and when required.</li> <li>5. To handle the Statutory Audit, Govt Audit and Tax Audit.</li> <li>6. To liaison with the various Tax consultant as well as Auditor.</li> </ol> <p>Any other work assigned by higher authority / Management.</p>

**How to Apply:**

Candidate must apply in details starting qualification, experience in chronological manner with contact no., email address along with self attested copies in support of age, qualification, experience and two copies of latest colures passport size photo. Candidates are required to super scribe on the envelope the post for which they are applying while sending the application. Application duly signed by the Candidates should be sent through Speed Post/Courier services /By Hand (along with aforesaid documents) to the below mentioned address latest by 28.07.2023.

Chief Operating Officer  
National Jute Manufactures Corporation Limited  
4 N. S. Road,  
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