

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	<ul style="list-style-type: none"> • Graduate in B.Com / M.Com/ CA(Inter)/ ICWA (Inter)/ MBA (Finance) • Knowledge of Computer operation with word, Excel, PowerPoint and Internet as well as sound knowledge of operating accounting package i.e. Tally is essential. • At least 5 years working experience in preparation of Financial Statement of a Limited Company. • Preference will be given to those who have Government or Semi Government Experience. • Consolidated Salary Rs. 25000/- per month. • Age: Maximum 62 Years. • Engagement is purely contractual basis initially for 1 year through manpower agency. • Retired persons from Public/Private Ltd companies within above age group may also apply. 	<p>As Finance Officer at Corporate Office, he /she will be required:</p> <ul style="list-style-type: none"> • To Prepare and finalize the financial Statement i.e. Balance Sheet Profit & Loss, Cash flow statement as required by Companies Act 2013, in the operating system Tally as well as Bank / TDS reconciliation etc. • To process the Claim / bills. • To handle the Income Tax, Sale Tax, GST and e-filing the return of the same within the due time. • To prepare various report related to Finance as and when required. • To handle the Statutory Audit, Govt Audit and Tax Audit. • To liaison with the various Tax consultant as well as Auditor. • Any other work assigned by higher authority / Management.

Note: Age and Salary may be modified/ relaxed based on responses.