

**Detailed job description & experience requirements for Finance & Accounts personnel in BMRCL**

**1. Assistant Manager (F&A) (No. of posts. 4)**

**Assistant Managers are junior level officers and they are expected to do original work of processing of proposals / issues and maintain basic records for helping the management in providing information and reports as and when required. Assistant Managers are expected to keep track of movement of files and follow up with concerned officers, if the file is pending for more than 2 days with anyone.**

**Duties and responsibilities may include:-**

- a) Officer in charge for checking of Contractors bills (Running Bills) with terms and conditions of the contract and other applicable statutory provisions before recommending for payment.
- b) Checking and assisting in filing of all tax returns as per the statutory requirement, on daily/weekly/monthly/quarterly/yearly compliance.
- c) Assisting in updating of ERP system and integration of the same with other departments / divisions of BMRCL
- d) Checking of TDS Certificates to be issued to the contractors, employees / service providers before putting up to the Manager for approval.
- e) Checking of VAT/WCT claims and filing returns on monthly basis, quarterly/half yearly as per the statutory requirements.
- f) Ensuring timely remittance of tax and other statutory deductions like Royalty, Labour Cess to the concerned Tax authorities.
- g) Assisting in preparation of documents and upkeep of the same to handle any dispute or tax demand.
- h) As Custodian of Bank Guarantees initiating the proposal for extension / renewal of the Bank Guarantees and handling correspondence thereof.
- i) Compiling MIS on contractors' payments in Indian Rupees and Foreign Currency
- j) Collating and compiling data from quotations / tenders for evaluation
- k) Assisting in coordination with Internal Auditors for certification of remittance in foreign currency.
- l) Maintenance of fixed assets register and continuous updating of the same.
- m) Verification of vouchers for monthly closure of accounts
- n) Assisting in finalisation of monthly, quarterly, half yearly and annual accounts.
- o) Assisting in Asset Capitalization, periodical review of contracts etc.
- p) Preparation of periodical MIS and monthly reports on the status of Receivables and Payables and proposing timely action for recovery by review of individual cases.
- q) Assist in Budgeting and monitoring funds requirement for both short term and long term.
- r) Assist in assessing performance benchmarks and recommend changes when warranted.
- s) Assist and maintain appropriate data base for review and recommending changes to the investment policies based on the market conditions.
- t) Maintain appropriate data base for company's various cash flow forecasts
- u) Assist in managing Cash collections, deposits and investments on day to day basis.
- v) Assist in preparation of MIS on treasury operations and correspondence with banks
- w) Any other work assigned by senior officers.

**2. Executive Assistants (Finance/Accounts) (No. of posts. 8)**

**Executive Assistants perform original works and in charge of relevant records / documents / reports / returns / files and carry out initial scrutiny of the proposals.**

**Duties and responsibilities may include:-**

- a) Checking of Contractors bills (Running Bills) with terms and conditions of the contract and other applicable statutory provisions before recommending for payment.
- b) Checking and assisting in filing of all tax returns as per the statutory requirement, on daily/weekly/monthly/quarterly/yearly compliance.
- c) Preparation of vouchers and posting of transactions in ERP system and integration of the same with other departments / divisions of BMRCL
- d) Initiate issue of TDS Certificates to be issued to the contractors, employees / service providers before putting up to the Manager for approval.
- e) Checking of VAT/WCT claims and preparation of returns on monthly basis, quarterly/half yearly as per the statutory requirements.
- f) Assisting in finalisation of monthly, quarterly, half yearly and annual accounts.
- g) Assisting in Asset Capitalization, periodical review of contracts etc.
- h) Preparation of periodical MIS and monthly reports on the status of Receivables and Payables and proposing timely action for recovery by review of individual cases.
- i) Maintain appropriate data base for company's various cash flow forecasts
- j) Assist in managing Cash collections, deposits and investments on day to day basis.
- k) Assist in preparation of MIS on treasury operations and correspondence with banks
- l) Any other work assigned by senior officers.