



# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for regulation of the profession of Chartered Accountants in India. During its more than 70 years of glorious existence, ICAI has achieved recognition as a second largest global Accountancy Body. ICAI invites applications for the following positions for its Accounts department based at Delhi/NCR:

<b>Position</b>	<b><u>Assistant Secretary</u></b>
<b>Qualification and Experience Pre-requisite</b>	<ul style="list-style-type: none"> <li>• Qualified Chartered Accountant/Cost Accountant having minimum 7 years of hands on experience in Tally ERP 9/Oracle/SAP in a reputed organisation at Head Office level</li> </ul>
<b>Knowledge &amp; Skill Sets Pre-requisite</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of MS – Advanced Excel and MS – Word</li> <li>• Must have good conceptual and working knowledge of GST</li> <li>• Must have strong ability to take sole ownership for Accounts receivables activities in full-fledged way</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To book receipts for the month in different bank accounts duly matched with collections reflected in Bank Statement.</li> <li>• Responsible for accounting of advance receipts/Income Data on month to month basis with corresponding GST booking along with issuance of E-Invoices (B to B/B to C) based on details provided by respective Department/Committees of ICAI.</li> <li>• To upload Transaction wise data in the Template (booking of ITT/OP/GMCS receipts in Tally) duly matched with Bank Statements of ICICI/FEDERAL and Income booking based on data provided by Board of Studies.</li> <li>• To analyse debtors ageing and making necessary follow-up with parties/Committee Concerned and Party wise Ledger reconciliation</li> <li>• To Process refunds (Online /offline) after ensuring receipts in respective Bank Accounts</li> <li>• To resolve queries raised by Statutory/Internal auditors for Income booking/ Fee Received in Advance Account and corresponding GST thereon of respective Committees.</li> <li>• To book Publication Sale receipts and Invoice issuance for supplied material to Branches/POU in consultation with Noida Stores</li> <li>• To Liaise with ICAI Departments/Committees for Income data and various stake holders on refund/ grievances.</li> <li>• To match TDS Receivable with Income against entries in Form 26AS</li> </ul>
<b>Age as on 30.09.2020</b>	<ul style="list-style-type: none"> <li>• 30 to 35 Years</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• Rs. 14 lakhs per annum (approx.)</li> </ul>
<b>Position</b>	<b><u>Executive Officer</u></b>
<b>Area</b>	<ul style="list-style-type: none"> <li>• <b>Inter-unit Transactions</b></li> </ul>
<b>Qualification and Experience Pre-requisite</b>	<ul style="list-style-type: none"> <li>• CA (Inter)/ICWA having minimum 5 years of working experience in reputed organisation at Head office level and dealing with branch offices.</li> </ul>
<b>Knowledge &amp; Skill Sets Pre-requisite</b>	<ul style="list-style-type: none"> <li>• Must have sound knowledge of Tally ERP 9</li> <li>• Must have sound knowledge of MS – Excel and MS -Word</li> <li>• Must have working knowledge of GST</li> <li>• Must have good Oral and Written Communication skills</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To extract branch ledgers for online Tally</li> <li>• To extract HO ledgers of both Delhi and Noida offices</li> </ul>

	<ul style="list-style-type: none"> <li>To prepare a Reconciliation format and put up the closing balances</li> <li>To scrutinize both the ledgers and identify missing entries</li> <li>To plot the entries in Reconciliation statement and identify who needs to pass them i.e. branch or head office</li> <li>To prepare and mail accounting entries pertaining to various branches and units of ICAI</li> <li>To prepare Head Office Entries and passing accounting entries in Noida office</li> <li>To process and prepare notes and vouchers of Revenue grant, grant for Rent &amp; Maintenance Grant</li> <li>To resolve branch related queries and share inter-unit ledgers with units on periodic basis</li> </ul>
<b>Age as on 30.09.2020</b>	<ul style="list-style-type: none"> <li>25-30 Years</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>Rs. 11.4 lakhs per annum (approx.)</li> </ul>
<b>Position</b>	<b><u>Executive Officer</u></b>
<b>Area</b>	<ul style="list-style-type: none"> <li><b>Investment and Treasury Function</b></li> </ul>
<b>Qualification and Experience Pre-requisite</b>	<ul style="list-style-type: none"> <li>CA (Inter)/ICWA having minimum 5 years of working experience in Debt Market</li> </ul>
<b>Knowledge &amp; Skill Sets Pre-requisite</b>	<ul style="list-style-type: none"> <li>Must have sound conceptual and working knowledge of Tally ERP, MS - Excel and Word</li> <li>Should have good communication skills to present investment proposals before the Competent Authority independently</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>To call quotations from empanelled PDs/Banks for preparing proposal for investment of surplus funds in FDRs or Government Securities of CA Institute, ICAI PF Trust, CABF, CASBF, SVAMF</li> <li>To make comparative proposal to be placed before the Investment Committee for approval</li> <li>To prepare Minutes of Meetings of Investment Committee; action on related matters/matters arising in the Investment Committee</li> <li>To make investment with documentation to be submitted to Banks/PDs</li> <li>To book transactions in books of accounts</li> <li>To keep track of balances in various bank accounts of Head Office and Flexi Deposits to arrange for investments from time to time</li> </ul>
<b>Age as on 30.09.2020</b>	<ul style="list-style-type: none"> <li>25 to 30 Years</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>Rs. 11.4 lakhs per annum (approx.)</li> </ul>

ICAI holds the right to relax any eligibility criteria for deserving candidates and its decision regarding Eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

Interested candidates may email their structured application at [recruitmentaccounts@icai.in](mailto:recruitmentaccounts@icai.in) or can send through speed post to the Assistant Secretary-HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P. Marg, New Delhi 110 002, superscribing on the envelope 'Application for the post of \_\_\_\_\_' within 15 days of release of this advertisement.

### **Application Form**