

**SANT ROHIDAS LEATHER INDUSTRIES AND CHARMAKAR
DEVELOPMENT CORPORATION LTD.**

(A Government of Maharashtra Undertaking)

Bombay life Building, 5th floor, 45, Veer Nariman Road, Mumbai-400 001

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Corporation invites application for the post of Accounting Consultant on 11 months Contractual basis. Interested candidate can submit application on or before dt.25/6/2024 in Corporations above referred office.

Following is the criteria /Qualification

1. Education Qualification - C.A/Partner/Proprietor in C.A Firm/C.A (Inter) /MBA (Finance)/Diploma in Business Management.
2. Work Experience – Minimum 2 to 5 years experience
 - (1) Proficiency in Tally Software Operation.
 - (2) GST Related Return Filing
 - (3) TDS Related Return Filing.
 - (4) Income Tax Related Return Filing
 - (5) Liason with Internal Auditors, Statutory Auditors & CAG
 - (6) Preparation of Balacnce Sheet As Per Companies Act 2013.
3. Age limit – 25 years to 55 years.
4. Remuneration – On a negotiated basis.

General Condition

1. He Should be medically fit.
2. The Selected candidate will be posted at head office at Mumbai.
3. Appointment will be made on contract basis and as per Terms and Conditions specified in appointment letter.
- 4.Original Certificate (true copy) of educational qualification and other documents should be submitted at the time of interview.
5. Experience certificate should also be submitted.
7. Corporation has right to take final decision.
8. After Scrutiny of the applications, Corporation shall invite short listed candidates for interview.
9. Incomplete application will not be considered for short listing.
10. Application received after dt.25/6/2024 will not be considered.

11. It will be Mandatory for the candidate to be able to read and write Marathi language.
12. Preference will be given to candidates who have done tax related work and audit work
13. Candidate having experience in State Government Company may be preferred.

Method of Selection :- As decided by appropriate authority.

Scope of Work –

1. Review of Income and Expenses:

- A comprehensive review of all income sources and expenditures for the financial year.
- Verification of revenue recognition and matching of expenses to the correct accounting periods.

2. Payment Vouchers:

- Examination of all payment vouchers, including those settled through bank transactions and cash payments.
- Ensuring that all payments are supported by appropriate documentation and approvals.

3. Monthly Salary Calculation:

- Verification of monthly salary disbursements, including any bonuses, incentives, and other employee benefits.
- Checking deductions for TDS, Provident Fund (PF), and other statutory contributions.

4. TDS Compliances:

- Ensuring all TDS deductions have been correctly made and deposited within the due dates.
- Filing of quarterly TDS returns and issuance of Form 16/16A to employees and vendors.

5. GST Compliances:

- Verification of GST collections and input tax credits.
- Checking the Working prepared for Filing of monthly/quarterly GST returns (GSTR-1 & GSTR-3B).
- Reconciliation of GSTR-2A/2B with our input tax credit claims.

6. Profession Tax and Provident Fund Compliances:

- Ensuring timely deposit of PT and PF contributions for all eligible employees.
- Verifying the Filing of monthly/annual PF and PT returns and addressing any discrepancies.

7. Closure of Books of Accounts for All Branches:

- Ensuring the closure of books of accounts for all branches.
- Incorporation of the financial data from all branches into the Head Office (HO) accounts.
- Reconciliation of inter-branch transactions and balances to ensure consistency and accuracy in the consolidated accounts.

Method of Selection: - Viva - Voce