

**TAMILNADU TRADE PROMOTION ORGANISATION**  
**(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamil Nadu))**

Adv. No. TNTPO/Admin/1050/2024

Date: 25.11.2024

**Engagement of Manager (Accounts) in TNTPO on a contract Basis**

Applications are invited for the engagement of the Post of Manager (Accounts) on a contractual basis initially for a period of one year and a further period as per the requirements of TNTPO, on a consolidated pay up to Rs.1,80,000/- (as per experience) per month minus TDS. Interested candidates, who fulfill the following eligibility criteria, may apply for the post: -

Name of the Post	Manager (Accounts) on Contract Basis
Consolidated Pay (per month)	Up to Rs.1,80,000/- (as per experience)
Educational Qualification	<ol style="list-style-type: none"><li>i. ICAI/ ICMAI</li><li>ii. Any Degree with a Qualified Chartered Accountant (Must be an Associate or Fellow Member of the Institute of Chartered Accountants of India/ Institute of Cost and Management Accountants of India).</li><li>iii. Knowledge of Computer Applications in Accounting Practices (Tally etc.,)</li></ol>
Desirable Experience	❖ 5 to 7 years of experience in Corporate/Public Sector Organizations after CA in handling finance and good knowledge in accounting and finalization of books of accounts. Experience in Real/Commercial estates, IT/ITeS companies/Industrial Parks/SEZs is preferred. Experience in Tally ERP is desirable, Filing necessary returns as required by the Statutory Laws.
Age	The maximum age limit is 55 years as of the closing date of receipt.
Job Profile	<ul style="list-style-type: none"><li>❖ Review of bills receivable/Bills payable.</li><li>❖ Fund / Cash Flow preparation and maintenance.</li><li>❖ Finalization of Annual Accounts.</li><li>❖ Accounting, MIS preparation, Budgeting and Auditing.</li><li>❖ Conveying Board and Committee Meetings.</li><li>❖ Remittance of statutory payments (ESI, EPF etc.,) &amp; filing of returns/documents relating to TDS, Advance tax, and GST.</li><li>❖ Tax Litigation Matters, handling Investments / Deposits.</li><li>❖ New Projects – Investment, Feasibility Study, Project cost preparation.</li></ul>

	<ul style="list-style-type: none"> <li>❖ Project Finance &amp; Accounting.</li> <li>❖ Knowledge of legal aspects and compliances like financial, labor, etc.</li> <li>❖ Multi-tasking and organizational skills.</li> <li>❖ Excellent business communication skills.</li> <li>❖ English and Tamil language skills.</li> <li>❖ MS-office Word, Excel, PowerPoint.</li> </ul>
Last Date for Submission	06.12.2024 at 05.00 PM

**Note:**

- 1. Age and experience will be reckoned as on the closing date of receipt of applications.**
- 2. Applications are invited only through e-mail ([careers@chennaitradecentre.org](mailto:careers@chennaitradecentre.org))**

**RESPONSIBILITIES:**

The individual is responsible for the handling responsibilities as assigned by the Management in alignment with organization goals and overall business plan.

She/he shall be responsible for –

- (i) Treasury Management.
- (ii) Preparing MIS reports and cash flow statements.
- (iii) Budgeting, Debtors and Creditors Ageing Analysis, customer and vendor monthly reconciliation.
- (iv) Supervising and monitoring account-related activities like GL, Cash/Bank statements, Sales/Purchase register and Credit/Debit note register.
- (v) Preparation of Trial Balance, Profit & Loss A/c, Balance sheet and completing finalization of financial statements with statutory auditors.
- (vi) Well-versed with Tally accounting software environment.
- (vii) Preparing and handling Income tax (including TDS/TCS, advance tax applicable returns), GST, and customs duty-related filing and returns.
- (viii) Project financing and funds appraisal (including loan documentation) and Preparing replies to tax assessments and coordinating with statutory auditors and tax lawyers for defending tax (direct and indirect) litigations.
- (ix) Coordination with internal auditors, etc., & statutory bodies.

**Important Instructions:**

1. Candidates against whom civil or criminal cases are pending are not eligible to apply for the post. Candidates applying for this post should submit a declaration in this regard.
2. In case of any criminal case is filed or conviction/punishment is imposed on a candidate after submission of the application at any stage of the selection process before the completion of the selection process such candidate should report this fact to the Tamil Nadu Trade Promotion Organization in the next immediate stage.
3. Failure to comply with these instructions shall result in the rejection of their candidature for the post.
4. TNTPO reserves the right not to fill the posts without assigning any reason whatsoever. Mere fulfilling the criteria will not vest any right of the candidate to be called for an interview.
5. In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/ documents or has suppressed any material information, his/her candidature will stand cancelled.
6. If any of these shortcomings are detected even after the appointment, his/her services are liable to be terminated.

**Other instructions:**

- a. The recent Passport size photograph, photocopies of Educational Qualifications and Experience should be enclosed with the application and the original should be produced at the time of interview.
- b. The candidates are required to appear for an interview at their own expense. TNTPO reserves the right to shortlist and/or reject any or all the applications without assigning any reason.
- c. Kindly find the application form below and submit the scanned copy after duly filling it along with the required scanned documents through e-mail ([careers@chennaitradecentre.org](mailto:careers@chennaitradecentre.org))

Date: 25.11.2024  
Place: Chennai

Sd/-  
**Managing Director**  
**TNTPO**

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Application for \_\_\_\_\_  
(To be filled in Block letters)

Affix recent  
Coloured  
Passport size  
Photograph

- (1) Name: \_\_\_\_\_
- (2) Father's/Husband's Name: \_\_\_\_\_
- (3) Date of Birth/ Age as on the closing \_\_\_\_\_  
date of receipt of applications:
- (4) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
- (5) Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
- (6) Educational Qualifications: \_\_\_\_\_
- (7) Experience specifying the name of the Organization, post held from time  
to indicating the pay scale and duration of the post:  
(Please attach a separate sheet, if needed)
- (8) Telephone/Mobile no., \_\_\_\_\_
- (9) E-mail id: \_\_\_\_\_
- (10) Aadhaar No. \_\_\_\_\_
- (11) Any other relevant information (Attach separate sheet, if needed)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature)