



National Dairy Development Board

Careers

JOB DETAIL

Job Name	Deputy Manager (Accounts) - Reserved for Scheduled Tribe (ST) Category
Description	NDDB offers excellent work environment with considerable freedom for innovative activities and also provides great learning opportunities to each employee to work in teams of individuals who are highly qualified, competent and committed to the organisational objectives. We are looking for an energetic officer for our Accounts Group.
Job Category	Accounts
Designation	Deputy Manager
Profile Summary	N/A
Key roles and Responsibility	<ul style="list-style-type: none"> • Accounting, Checking and settlement of all bills of services, supplies, Accounting of all receipt. • Checking and issuing Invoices of TSF, RMT hire charges, Royalty, Lease rent etc, Debit note/Credit note, settlement against debtors/Project authorities /others. • Scrutiny of accounting records like Bank Book, Ledger, Debtors, and Suppliers etc with reference to recovery from debtors, Old outstanding. • Cheque signing on daily basis. • Coordination with process auditor and statutory auditor. • Reviewing and classifying records which are needed to be preserved and destroyed. • Filing of Income tax TDS/GST return. • Assist in preparation of Balance Sheet and Budget. • Any other task assigned by the Group Head/Reporting Officer.
Qualification & Experience	The incumbent should be CA/ICWA with minimum 02 years relevant experience, preferably in financial institution/ banks or in corporate set-up.
Location	Anand
Other Essential attributes and skills	Leadership, Oral and written communication, negotiating skills, assist in preparation of Balance Sheet/ P&L Statement.
Remarks	<p>Place of posting is Anand, Gujarat and the candidate should be willing to work anywhere in India.</p> <p>This post id resrved for Scheduled Tribe (ST) Category</p> <p>The maximum age limit for the position is 31 years (As 01 June 2024).</p> <p>(Last date of receiving updated online application is 28 June 2024)</p>
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