

Job Description and CTC

1	Designation	Management Trainee (Finance) (After completion of 12-months training as Manager (G))
2	Vacancies (Category-wise)	UR-02, OBC -02 (01 backlog) and SC-01
3	Whether graduation is a must? If yes, specify degree (minimum percentage limitation is optional)	Yes, any discipline
4	Number of attempts to complete CMA Final	1 to 2
5	Number of attempts in passing CMA Inter	1 to 2
6	Bond, if any, (period and amount of Bond)	3 years (including the training period) and Rs. 3 lakhs
7	Important qualifying criteria (Age, nationality etc.)	<p>Age- 28 years</p> <p>Nationality:</p> <p>candidate must be either -</p> <p>(i) a Citizen of India or</p> <p>(ii) a subject of Nepal or</p> <p>(iii) a subject of Bhutan or</p> <p>(iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or</p> <p>(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.</p>

8	Job description/ Nature of Job	<p>The Manager (Finance) will be responsible for overseeing and managing financial operations at the Regional or Corporate level in accordance with CWC policies, Government guidelines, Ind-AS's, and statutory compliance. The role includes financial reporting, budgeting, internal controls, taxation, and providing analytical support for decision-making.</p> <p>Responsibilities:</p> <p>1. Financial Accounting & Reporting:</p> <p>Ensure timely preparation and finalization of financial statements as per Companies Act and applicable accounting standards (Ind AS).</p> <p>Review and ensure accuracy of ledger balances and reconciliations.</p> <p>Maintain accounting records in SAP S/4HANA and ensure monthly/quarterly closing activities.</p> <p>2. Budgeting & Cost Control:</p> <p>Assist in preparation, consolidation, and monitoring of annual budgets.</p> <p>Analyze variances and suggest corrective measures.</p> <p>3. Audit & Compliance:</p> <p>Facilitate statutory audit, internal audit, C&AG audit, and other inspections.</p> <p>Ensure compliance with applicable laws such as the Companies Act, Income Tax, GST, and other regulatory requirements.</p> <p>4. Taxation:</p>

		<p>Handle Direct and Indirect Tax matters including TDS, GST compliance, returns, reconciliations, and coordination with consultants.</p> <p>Attend to tax assessments and audits as required.</p> <p>5. Funds Management:</p> <p>Monitor cash flow and fund requirements at regional/HO level.</p> <p>Liaise with banks and financial institutions for payments, receipts, and bank reconciliations.</p> <p>6. Contract & Project Finance Support:</p> <p>Provide financial inputs for tender evaluation, capex proposals, and project cost analysis.</p> <p>Ensure compliance of financial clauses in contracts.</p> <p>7. ERP (SAP S/4HANA) Environment:</p> <p>Ensure end-to-end financial processing through SAP FI/CO module.</p> <p>Coordinate with IT/ERP team for resolution of SAP-related issues and improvements.</p> <p>Generate reports and dashboards from SAP for decision-making support.</p> <p>8. Team Management & Coordination:</p> <p>Supervise and guide the finance team at the assigned location.</p> <p>Ensure timely MIS and data support to management.</p>

		<p>Required Skills & Competencies:</p> <p>Strong working knowledge of accounting principles, audit, taxation, and financial reporting.</p> <p>Candidate preferably have working Knowledge in SAP S/4HANA– Finance (FI/CO module).</p> <p>Good analytical, problem-solving, and communication skills.</p> <p>Ability to work independently and manage a team.</p> <p>Proficiency in MS Excel, Word, PowerPoint</p>			
9	Job conditions (Training period etc.)	<p>Selected Management Trainees shall be given one-year training.</p> <p>On successful completion of the training period, they will be absorbed in the E-3 Grade (60000-180000)</p>			
10	Salary during Training period	Consolidated remuneration of Rs.92,460/- shall be payable during the training period.			
11	Posting (Specific location/ Pan India)	Anywhere in India (initially Hyderabad/Bangalore/Kochi/Chennai)			
12	Break up of CTC	<p>The gross valuation of remuneration to the company will be approx. Rs.24.83 Lacs per annum inclusive of Performance Related Pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and annual performance appraisal of the individual.</p>			
		S. No	Earnings	Rate	Amount
		1	Basic Pay		60,000
		2	DA	54.10%	32,460
		3	HRA at X Class City	30%	18,000
		4	Perks	34%	20,400
		5	Superannuation Benefit	30%	27,738
		6	LTC	1%	600
7	Leave Benefit	9%	8,321		

		8	Total 1 Month		1,67,519
			Annual Income		20,10,228
		9	Medical		1,84,920
		10	Maximum PRP		2,88,000
			Cost to Company (CTC)		24,83,148
13	Medical Check-up needed before joining?	Yes			
14	Qualifying criteria (Personal Interview/ Written Test/ Psychometric Test)	Personal Interview			