



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

06-04-2022

Appointment of Assistant Manager-Accounts

IAI, a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of "Assistant Manager-Accounts".

Name of the Post	Assistant Manager-Accounts
No. of Post	1
Age (as on 1 st January 2022)	Minimum Age - Not less than 21 years Maximum Age - Not more than 26 years
Qualifications	B.Com, CA intermediate
Experience	Candidate should have completed his/her article ship training as required by ICAI
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.
What is expected?	All matters relating to Account and Finance including <ol style="list-style-type: none">1. Maintenance of records and files2. Passing of accounting entries and invoice preparation3. GST and Income Tax related working4. Automation and system related improvement5. Audit documentation and record preparation6. Visit to Income tax, GST department & Banks as and when it is required7. Documentation, records preparation and other8. Investment evaluation and risk monitoring9. Filings10. Any other official work as required by DGM-Accounts and Finance
Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none">1. Knowledge of Indian Laws2. Knowledge of Income Tax and GST Laws



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	<ol style="list-style-type: none">3. Knowledge of Finance /IT/legal functions4. Excellent written and oral communication, presentation and negotiation skills5. Ability to plan and organize the implementation of plans and processes6. Punctual and obedient7. Proactively assessing and resolving conflicts8. Skill of working with team
Term	Appointment is on a full-time basis
Selection Procedure	<p>The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;</p> <ul style="list-style-type: none">• Written test• Personal interview <p>Candidates who clear the written test, will be called for personal interview. Selection will be based on the performance in the written test and personal interview.</p>
How to apply	<p>Kindly apply by sending your CV at EA@actuariesindia.org</p> <p>Last date of submission of application is 30th April 2022</p>