

# Accounts Executive (Statutory Compliance)

**Aliases:** Statutory Compliance Manager, Accountant, Bookkeeper, Accounts Representative, Statutory Compliance Officer

**Industry/Sector(s):** BFSI

## JOB DESCRIPTION <sup>1</sup>

The tasks an Accounts Executive (Statutory Compliance) is expected to perform include:

- Maintaining accounting records
- Making statutory payments to the government
- Filing returns before the due date
- Filing and recordkeeping

## WORK ENVIRONMENT <sup>3, 5</sup>

- It is a desk job
- May need to handle a team
- Travelling may be part of this job role
- Part-time jobs may be available
- Work from home option is not available

### Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is available

### Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), One Leg and One Arm (OLA) and those who have Low Vision (LV)

*This may vary from organization to organization*

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>1</sup>

- Preferably, graduation in commerce or allied subject/diploma in commercial practice
- Certified training for Accounts Executive (Statutory Compliance) (programme aligned to BSC/Q 1001 released by BFSI Sector Skill Council of India)

## KEY COMPETENCIES <sup>1</sup>

- Knowledge of how to compute tax liability
- Knowledge of how to ascertain service tax liability
- Skilled in preparing tax challans
- Knowledge of computer applications like MS Excel, MS Word, Tally, MS PowerPoint, etc.
- Knowledge of financial concepts like calculation of interest, VAT, service tax, etc.
- Knowledge of tax terminologies like tax deducted at source, tax collected at source, etc.

## DESIRABLE COMPETENCIES <sup>1</sup>

- Preferably training offered by respective financial institutions
- Problem-solving skills
- Good analytical skills
- Highly motivated and self-driven
- Good communication skills
- Ability to multitask

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- Indian Institute of Banking and Finance  
<http://www.iibf.org.in/>
- National Academy of Indian Payroll  
<http://naip.in/training.php>
- The Institute of Professional Accountants  
<http://tipa.in/>

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>
- <http://pmkvyofficial.org/ExploreSectorSkillCouncilDetail.aspx?SSC=OA%3d%3d>

## SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.edupristine.com/courses/pg-certificate-in-accounting-and-compliance>

## CAREER PROGRESSION PATH<sup>4</sup>

Senior Manager



Manager



Assistant Manager



**Accounts Executive (Statutory Compliance)**



Junior Accountant

*The progression is indicative*

## EXPECTED EARNINGS<sup>6, 2</sup>

- For candidates with 1 to 3 years of experience - Rs 15,000 to Rs 17,000 per month
- For candidates with 3 to 6 years of experience - Rs 20,000 to Rs 25,000 per month

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE<sup>1</sup>

Generally, relevant work experience required

## PROBABLE EMPLOYERS<sup>5, 6, 2</sup>

- Banks
- Insurance companies
- Multinational companies

## KEYWORDS

- Statutory Compliance Manager
- Accountant
- Bookkeeper
- Accounts Representative
- Statutory Compliance Officer
- Statutory Compliance Executive

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	4313.0201	Accounts Executive (Statutory Compliance)
ISCO 2008	4313	Payroll Clerks
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	BSC / Q 1101	Accounts Executive (Statutory Compliance)
NSQF	4	Not available

## REFERENCES

1	<a href="http://www.nsdcindia.org/sites/default/files/files/Accounts_Executive_Statutory_compliance.pdf">www.nsdcindia.org/sites/default/files/files/Accounts_Executive_Statutory_compliance.pdf</a>
2	<a href="http://www.naukri.com/job-listings-HR-Executive-Statutory-Compliances-only-Male-Preferred--Gangar-Opticians-Pvt-Ltd--Mumbai-1-to-6-years-240616007870?src=jobsearchDesk&amp;sid=14674591413598&amp;xp=5&amp;qp=statutory%20compliance&amp;srcPage=s">http://www.naukri.com/job-listings-HR-Executive-Statutory-Compliances-only-Male-Preferred--Gangar-Opticians-Pvt-Ltd--Mumbai-1-to-6-years-240616007870?src=jobsearchDesk&amp;sid=14674591413598&amp;xp=5&amp;qp=statutory%20compliance&amp;srcPage=s</a>
3	<a href="http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew">http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew</a>
4	<a href="http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf">http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf</a>
5	<a href="http://www.naukri.com/job-listings-Payroll-Executive-Megasoft-Solutions-India-Pvt-Ltd--Gurgaon-Delhi-NCR-National-Capital-Region--2-to-5-years-010716005497?src=jobsearchDesk&amp;sid=14674591413598&amp;xp=17&amp;qp=statutory%20compliance&amp;srcPage=s">http://www.naukri.com/job-listings-Payroll-Executive-Megasoft-Solutions-India-Pvt-Ltd--Gurgaon-Delhi-NCR-National-Capital-Region--2-to-5-years-010716005497?src=jobsearchDesk&amp;sid=14674591413598&amp;xp=17&amp;qp=statutory%20compliance&amp;srcPage=s</a>
6	<a href="http://www.naukri.com/job-listings-Accounts-Executive-M-S-PROMAN-CONSULTANTS-PRIVATE-LIMITED-Hyderabad-Secunderabad-3-to-6-years-190616000907?src=jobsearchDesk&amp;sid=14674557805271&amp;xp=3&amp;qp=accounts%20executive,%20record,%20report&amp;srcPage=s">http://www.naukri.com/job-listings-Accounts-Executive-M-S-PROMAN-CONSULTANTS-PRIVATE-LIMITED-Hyderabad-Secunderabad-3-to-6-years-190616000907?src=jobsearchDesk&amp;sid=14674557805271&amp;xp=3&amp;qp=accounts%20executive,%20record,%20report&amp;srcPage=s</a>