

Accountant

Aliases: Accounting Officer, Accounts Executive

Industry/Sector(s): BFSI

JOB DESCRIPTION ¹

The tasks an Accountant is expected to perform include:

- Advising on accounting matters
- Performing accountancy services or audits
- Ensuring proper maintenance of account books and records of business
- Preparing tax returns and financial statements
- Performing secretarial work such as transfer of shares, registration, etc.
- Supervising preparation and consolidation of annual budget
- Checking inventory, counting cash, examining documents in support of entries and reporting to appropriate authorities

WORK ENVIRONMENT ^{4, 2, 5}

- It is a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are available
- Work from home option may be available

Working hours

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

Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), Both Leg (BL) and those who have their Hearing Impaired (HH)

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ⁴

Preferably, Bachelor's in Accounts

KEY COMPETENCIES ¹

- Knowledge of scrutinizing bills, receipts, payments, etc. for proper entries in cash book, journal, ledger and other records
- Well-versed with keeping record of all taxes, licenses, fees, etc.
- Familiar with preparing final accounts such as trial balance, profit annual loss statement and balance sheet, etc. as required depending upon type of industry or organization
- Knowledge of checking inventory, counting cash, examining documents in support of entries
- Basic knowledge of computers and Tally

DESIRABLE COMPETENCIES ¹

- Analytical skills
- Client-centric
- Confidentiality
- Great work ethics

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Colleges across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>
- http://www.icai.org/post.html?post_id=6486

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.caluniv.ac.in/syllabus/commerce.pdf>

CAREER PROGRESSION PATH ¹

Chief Accountant



Accounts Officer



Accountant



Assistant Accountant



Accounts Clerk

The progression is indicative

EXPECTED EARNINGS ³

- For new entrants - Rs 8,000 to Rs 12,000 per month
- For candidates with experience - Rs 20,000 to Rs 35,000 per month

These figures are indicative and subject to change

REQUIRED WORK EXPERIENCE ⁴

Generally, 0 - 2 years of work experience required

PROBABLE EMPLOYERS ^{4, 5}

- Self-employed
- Banks
- Chartered Accountant firms
- Non-banking organizations

KEYWORDS

- Accountant
- Tax Accountant
- Chartered Accountant
- Accounting Officer
- Assistant Accountant

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	2411.0100	Accountant
ISCO 2008	2411	Accountants
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	Not available	Not available
NSQF	Not available	Not available

REFERENCES

1	National Classification of Occupations Division 2
2	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew
3	http://www.payscale.com/research/IN/Job=Accountant/Salary
4	http://www.naukri.com/job-listings-Accountant-A-Reputed-Firm-in-South-Delhi-Delhi-Mumbai-0-to-2-years-150616006906?src=jobsearchDesk&sid=14668780452689&xp=28&qp=accounting,%20timing&srcPage=s
5	http://www.naukri.com/job-listings-Genpact-Kolkata-Hiring-For-Travel-Expenses-Accounting--GENPACT-INDIA-Kolkata-2-to-7-years-100616007812?src=jobsearchDesk&sid=14668780452689&xp=4&qp=accounting,%20timing&srcPage=s