

# **E07: ASSISTANT MANAGER FINANCE**

## **Accounting**

Accounting Standards, Introduction to Accounting Standards, Overview of Accounting Standard AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories AS 3: Cash Flow Statements, AS 6: Depreciation Accounting, AS 7: Construction Contracts, AS 9: Revenue Recognition, AS 10: Accounting for Fixed Assets, AS 13: Accounting for Investments, AS 14: Accounting for Amalgamation - Financial statements of Company- Preparation of financial statements- Cash flow Statement (Profit and Loss Account, Balance Sheet and Cash Flow Statement)-Profit/Loss prior to incorporation- Accounting for Bonus Issue, Amalgamation and Reconstruction, Average Due Date and Account Current, Self-Balancing Ledgers, Financial Statements of Not-for-Profit Organizations, Accounts from Incomplete Records, Accounting for Special Transactions

- (a) Hire purchase and installment sale transactions
- (b) Investment accounts
- (c) Insurance claims for loss of stock and loss of profit.

Issues in Partnership Accounts

Accounting in Computerized Environment

## **Business Laws**

The Indian Contract Act, 1872, the Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972

## **Company Law**

The Companies Act, 2013, Preliminary, Prospectus, Share and Share capital

## **Ethics**

Principles of Business Ethics, Environment Issues, Ethics in Workplace, Ethics in Marketing and Consumer Protection, Ethics in Accounting and Finance

## **Communication**

Elements of Communication, Communication in Business Environment, Basic Understanding of Legal Deeds and Documents

## **Cost Accounting**

Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating, Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control

## **Financial Management**

Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital

## **Income-tax**

The Income-tax Act, 1961, Basic concepts, Residential status and scope of total income, Incomes which do not form part of total income ( Sec 10), 5 Heads of income, Provisions of Clubbing, Set-off and carry forward of losses, Deductions from gross total income, Computation of total income and tax payable. Provisions concerning Advance tax and TDS, Provisions for filing of return of income.

## **Goods and Services Tax (GST)**

- Implementation of GST,
- Liability of the Tax Payer, GST Network , GST Council,
- Levy of GST – Introduction,
- Composition Scheme
- Remission of Tax / Duty
- Registration Procedure,
- Important Points
- Amendments / Cancellation
- Supply of Goods and Supply of Services
- Time of Supply –Services
- Valuation in GST (Transaction Value & Valuation Rules )
- Payment of GST (Time of GST Payment , How to make payment , Challan Generation & CPIN and TDS & TCS )
- Electronic Commerce ( Tax Collected at Source (TCS) , Procedures for E-commerce Operator )
- Overview of the IGST Act
- GST Portal (GST Eco-system , GST Suvidha Provider (GSP) , Uploading Invoices )

## **Advanced Accounting**

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Conceptual Framework for Preparation and Presentation of Financial Statements  
Accounting Standards

AS 4: Contingencies and Events occurring after the Balance Sheet Date

AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies

AS 11: The Effects of Changes in Foreign Exchange Rates

AS 12: Accounting for Government Grants

AS 16: Borrowing Costs

AS 19: Leases

AS 20: Earnings per Share

AS 26: Intangible Assets

AS 29: Provisions, Contingent Liabilities and Contingent Assets

Advanced Issues in Partnership Accounts, Company Accounts, Employee stock option plan and Buy back of securities, Amalgamation and Reconstruction, Underwriting of shares and debentures, Redemption of debentures, Accounting for Special Transactions, Insurance Companies, Banking Companies, Electricity Companies, Departmental accounts, Branch accounts including foreign branches

### **Auditing and Assurance**

Auditing Concepts, Auditing and Assurance Standards, Preparation for an Audit, Internal Control, Vouching, Verification of Assets and Liabilities, Company Audit, Audit Report, Special Audits

### **Information Technology**

Computer software, Data Storage, Retrievals and Data Base Management Systems, Computer Networks & Network Security, Internet and other technologies, Flowcharts, Decision Tables

### **Strategic Management**

Business Environment, Business Policy and Strategic Management, Strategic Analyses Strategic Planning, Formulation of Functional Strategy, Strategy Implementation and Control, Reaching Strategic Edge