



**The Zoroastrian Co-operative Bank Limited**  
**(Multi-State Scheduled Bank)**  
*The Bank that is Big on Tradition & Trust*

**JOB PROFILE OF FINANCE AND ACCOUNTS HEAD**

<b>QUALIFICATION</b>	:	Chartered Account
<b>WORK EXPERIENCE</b>	:	Freshers/Experienced Bankers. Applicants with Banking experience will be given preference.
<b>CTC</b>	:	As per industry standards on the basis of experience and banking knowledge.
<b>JOB PROFILE</b>	:	<ul style="list-style-type: none"><li>• The candidate must possess Managerial and Leadership qualities with the ability to represent the Bank near various Statutory and Regulatory Authorities.</li><li>• The candidate will be responsible for ensuring that all the requisite returns are filed with the said authorities.</li><li>• The candidate will be responsible for ensuring that all tax matters of the Bank including correspondence emanating from the Tax Authorities have been complied and refunds, if any have been received from the Income Tax Authorities.</li><li>• The candidate will be responsible for the functions of the Central Accounts Department of the Bank and must possess complete knowledge for the preparation of the Bank's Balance Sheet and Income and Expenditure statement.</li><li>• The candidate should possess thorough knowledge for preparation of Bank's Annual Capex and Revenue Budget and Annual Business Plan, preparing and</li></ul>

	<p>analyzing the Bank's ALM portfolio to effectively manage the Bank's cash flow and increase in profits, preparation of Data for the Annual General Meeting, Transfer Pricing, coordinating with Regulatory Authorities on matters of Finance and Accounts, GST Compliance, SFT Returns, computation of DICGC and other statutory guidelines as stipulated by RBI.</p> <ul style="list-style-type: none"><li>• The candidate will be a single point of contact for the Board of Directors and Internal / External Auditors.</li></ul>
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