

## Assistant Manager (Banking, Payroll & Insurance)

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	Assistant Manager (Banking, Payroll & Insurance)	17	<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>CA (Inter), CMA (Inter), ACCA (Member), M.Com/MBA (Finance)</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>02 years post qualification experience in BPS 16 or equivalent thereof in Finance Department of Government / Semi Government Organization /Corporations/ Autonomous Bodies or large public Limited Companies.</li> </ul> <p><b><u>Age Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Maximum age <b>35</b> years</li> </ul>	<p>Assistant Manager (Accounts) shall report to the Manager (Finance &amp; Acc) and be responsible for:</p> <ul style="list-style-type: none"> <li>The Assistant Manager-II manages financial operations related to banking, payroll, and employee benefits. Responsibilities include processing EPC, coal supply, and other contractor / consultants payments, managing daily cash flow, reconciling bank books, and facilitating Letters of Credit. The role oversees payroll approvals, salary slips, and service statements for officers, while coordinating audit responses and administrative affairs of the Accounts Department. It also handles staff claims, petty cash advances, and deputation-related proceeds, ensuring timely disbursements and compliance with internal protocols.</li> </ul>