E07: ASSISTANT MANAGER FINANCE

Accounting
(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

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

Income-tax

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
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