



Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

Name of the Post	Junior Officer [A&F] Code : JO17-32
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Logistics - Logistics Infrastructure (LI) - Chennai
Job Description	The incumbent will be responsible for – <ul style="list-style-type: none">• Cheque receipt & collection• Customer RTGS credit accounting• Vendor cheque payment generation• Fund management• TDS certificate reconciliation including feeding of data in SAP and reporting of pending TDS status to the unit head.• Reconcile the monthly GST returns for getting back input tax credit• Reconcile mismatch of GST Input credit• To arrange for entry in SAP T Code for credit of TDS IT certificates.• Journal Voucher generation for customer advance adjustment• Other allied activities of cash and bank accounting• Monthly clearing of tax related account codes, Remittance-In-Transit, Vendor accounts and other General Ledger codes in SAP• Providing assistance in preparation of monthly MIS reports, Budget review files both Capex and Revex• Scrutinizing of general ledger with regard to revenue expenditure comparison with budgeted expenditure on monthly basis• Fixed Assets verification annually & during various audit period.• Any other work as when as assigned by the reporting officer The above job list is indicative only and not exhaustive.
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-32 , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening