



CHANDIGARH HOUSING BOARD  
8, JAN MARG, SECTOR 9, CHANDIGARH - 160009,  
Ph. 4601801, 4601812

### VACANCY

#### Chief Finance and Accounts Officer-(CF&AO)

Applications are invited for the appointment to the post of 'Chief Finance & Accounts Officer' on contract Basis for the period of one year which will be extended on the basis of performance from time to time in the Chandigarh Housing Board. The applications along with detailed resume must reach the office of Secretary Chandigarh Housing Board by 2-8-2017

**Nature of Engagement:** The Candidate shall be a professional 'Chartered Accountant' with a minimum practical experience of 5 years with any reputed Firm/Organization. The Candidate must have the knowledge of commonly used Accounting Software too.

**Age:** Not more than 65 years.

**Remuneration :** Consolidated salary of Rs.48,720/- p.m. in the scale of 15600-39100+GP5400 with initial start of Rs.21,000/- + DA@132% and DA to be increased from time to time as per Chd. Admn. Circular No. 24284 dated 11.8.2016.

#### Duties & Responsibilities:

1. All matters relating to GST i.e. implementation GST, Returns/Audit etc.
2. Monitoring of regular accounting work, Finalization of Books of accounts and Balance Sheet as per prevailing accounting policies and accounting standards, presentation of same before the Board after getting it audited from the Statutory Auditors, filling of Income Tax Return and Tax Audit of accounts etc.
3. Investment of funds of CHB.
4. Matters relating to Income Tax, Advance/self assessment Tax and TDS.
5. Reply to the observations raised by the Statutory Auditors.
6. Income Tax Assessments and Court cases related to financial matters.
7. Any other work assigned by Chairman, CEO & Secretary, CHB time to time.

Secretary,