



ICMAI

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

भारतीय लागत लेखाकार संस्थान

Statutory Body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

BENGALURU CHAPTER



Date: 30.10.2026

RECRUITMENT NOTIFICATION: CONTRACTUAL ENGAGEMENT OF YOUNG CMA-PROFESSIONALS

Applications are invited from dynamic, qualified professionals for the contractual engagement of **two (2) Young CMA-Professionals** at ICMAI, Bengaluru.

1. Designation

- **Title:** Young CMA-Professional
- **Number of Positions:** 2 (Two)
- **Location:** Bengaluru

2. Mandatory Qualification

- **Primary:** CMA Final Qualified + Graduation
- **Technical Skills:** Proficient in Tally/ERP environments and MS Excel.
- **Core Skills:** Good communication skills with strong interpersonal abilities for effective institutional administration and interaction.
- **Language Skills:** Read, Write & Speak- Kannada, English and Hindi.

3. Experience

- Fresher or up to 1 year experience

4. Age Limit

- Up to 35 yrs

5. Period of Engagement

- **Initial Tenure:** 11 months on Contract
- **Extension:** Contract renews based on satisfactory performance and institutional requirements.

6. Consolidated Remuneration

- ₹70,000 per month (TDS/Other Applicable Taxes to be deducted as per IT Act).

7. Job Description (Key Responsibilities)

Accounts & Financial Operations

- **End-to-End Accounting:** Supervise daily accounting, maintain general ledger integrity, and enforce internal controls.
- **Statutory Compliance:** Handle timely computation, deduction, deposit, and return filing for TDS, TCS, GST, Professional Tax etc

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Bengaluru Chapter

"CMA Bhavan" No.81,
Mallikarjuna Temple Street,
Basavanagudi, Bengaluru - 560 004
Phone : 080-26507082 / 26600624
Email : bangalore@icmai.in
Website : www.icmaibl.org

Southern India Regional Council

No.4 Montieth Lane, Egmore,
Chennai - 600 008.
Phone : 040-2855 4443 / 4326
Email : sirc@icmai.in
Website : www.sircoficmai.in

Head Office

CMA BHAVAN
3, Institutional Area Lodhi Road,
New Delhi - 110003

Website : www.icmai.in



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- **Voucher & Invoice Scrutiny:** Verify vendor bills, contractor claims, and expense vouchers against POs, approvals, and tax deductions prior to booking.
- **Payments & Treasury:** Prepare payment batches, manage cash transactions, process disbursement vouchers, and vendor/payroll disbursements.
- **Banking & BRS:** Manage institutional bank accounts, monitor cash flows, track fixed deposits/grants, and prepare monthly Bank Reconciliation Statements.
- **Inter-Unit Accounts:** Execute monthly reconciliations of inter-unit accounts and resolve mismatches promptly.
- **Budgeting & Variance:** Formulate half-yearly capital/operational budgets and prepare monthly variance reports.
- **Finalization of Accounts:** Lead periodic ledger closings, draft financial statements (Balance Sheet, Income & Expenditure), and compile audit schedules.
- **Audit Coordination:** Liaise with internal, and statutory auditors; resolve queries promptly.

Career Guidance, Student Admissions & Interface

- **Counseling & Placements:** Mentor commerce/management students on CMA and corporate finance careers; coordinate career guidance sessions, and campus placement drives.
- **Admissions Oversight:** Supervise the financial and administrative intake process—verify eligibility documents, and reconcile collections.
- **Academic Finance & Helpdesk:** Manage grant accounting, and oversee resolution of student queries.

Institutional Administration & Event Support

- **Managing Events:** Support Managing Committee members in planning and executing professional development programs, seminars, workshops, and conclaves across locations.
- **Procurement & Fixed Assets:** Coordinate purchase procedures, maintain fixed asset registers, and conduct periodic physical inventory verification.

Application Procedure

- **How to Apply:** Send updated CV to bengaluru@icmai.in
- **Subject Line:** Application for Contractual Young CMA-Professional
- **Last Date to Apply:** 15th November 2026
- **Selection Mode:** Shortlisted candidates will attend the interview in Bengaluru.

On Behalf of Managing Committee of Bengaluru Chapter


CMA Poornima M
Secretary



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