



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN 12, SUDDER STREET, KOLKATA – 700 016

Website: www.icmai.in

Senior Officer

No. of Position: 1 (one)

- 1. Essential Qualification** : Associate/Fellow member of The Institute of Cost Accountants of India.
- 2. Desirable Qualification** : (a) Associate/Fellow member of The Institute of Chartered Accountants of India.
Or
(b) Associate/Fellow member of The Institute of Company Secretaries of India
- 3. Minimum Experience** : A minimum of 4 years, including 1 years in level 7 or equivalent under 7th CPC.
- 4. Maximum Age Limit** : 30 Years (relaxed for Internal candidates)
- 5. Initial Place of Posting** : Western India Regional Council of the Institute of Cost Accountants of India, Mumbai.
- 6. Job Profile**

Administrative and Operational Management:

- Oversee day-to-day administrative operations of the Regional Council office.
- Coordinate with the Headquarters of the Institute, Chapters & other Regional offices to implement policies and directives.
- Ensure proper documentation and maintenance of records related to Council meetings, administrative and other activities.

Member Services:

- Act as the primary point of contact for members and students in the region.
- Address queries related to memberships, certifications, examinations, and other professional matters.
- Organize membership drives and ensure timely renewal of memberships.



Student Services:

- Oversee the planning and execution of programs addressing student welfare, counseling, and support.
- Provide guidance on academic, career, and personal development opportunities.

Event Management:

- Plan, coordinate and manage professional development programs, seminars, workshops, and other events for members and students in the region.
- Ensure proper logistics and infrastructure for the successful execution of events.

Financial Management:

- Manage the budget and finances of the regional council office.
- Oversee the collection of fees, subscriptions, and other dues from members and students.
- Ensure compliance with financial guidelines and prepare periodic financial reports.

Compliance and Reporting:

- Ensure adherence to the institute's guidelines, bylaws, and regulatory requirements.
- Prepare and submit periodic reports on the activities and performance of the regional office to the central council.

Promotion and Awareness:

- Promote Cost and Management Accounting Course within the region.
- Organize outreach programs to attract new students.

Compensation -

Entry Pay (level 8) Rs. 47,600/-, Applicable DA, HRA & other perquisites as per the approved slab of the Institute.
