

Examination Syllabus for the Post of Assistant Accountant

Unit-I : Stakeholders in Accounting Information.

- Accounting: Concepts, Conventions and basic knowledge of Accounting Standards.
- Basics of Accounting.
- Concept of Capital & Revenue.  
Accounting Process: Journal, ledger, Trial Balance.
- Bank Reconciliation Statement, Bills of Exchange and Rectification of Errors.
- Depreciation Accounting.
- Preparation of Final Accounts with Adjustments.
- Partnership Accounts: Admission, Retirement, death & dissolution of partnership.
- Hire Purchase & Installments Payment system.
- Computation of Insurance Claims for loss of stock and loss of profit.

Unit-II : Advanced Financial Accounting.

- Issue, forfeiture and Reissue of Shares, Issue and Redemption of Preference Shares and Debentures.
- Valuation of Goodwill and Shares.
- Basic of Amalgamation, Absorption and Reconstruction.

### Unit-III : Financial Management.

- Finance Function, Time Value of Money.
- Theories of Capital Structure.
- Working Capital Management.
- Cost of Capital.
- Dividend Policy.
- Security Analysis & Portfolio Management: Computation of Risk Returns and Portfolio Risk, CAPM.
- Leverage Analysis.

### Unit-IV : Cost and Management Accounting.

- Cost Reduction and Cost Control.
- Target Costing, Benchmarking.
- Just-in-Time Approach (JIT). Decision – makings Costs.
- Marginal Costing- Meaning and its Practical Application.
- Responsibility Accounting.
- Ratio Analysis.
- Funds Flow & Cash Flow Statements and Cash Budget.
- Capital Budgeting.

### Unit-V : MIS, Auditing & Taxation

The concept of MIS; Softwares for MIS and Accounting; Types of Softwares; Data Processing: Batch Processing, Real Time on Live Processing; Safeguarding of Information; Internal Control; Appointment, Powers, Duties & Responsibilities of an Auditor; Types of Audit Reports of Companies- Unmodified Report,

Modified Report (Qualified Report, Adverse Report, Disclaimer of Opinion); Heads of Income, Computation of Taxable Income and Tax Liability of Individuals.