

**DETAILED SYLLABUS FOR THE POST OF FINANCE MANAGER IN
Kerala State Co-operative Marketing Federation LIMITED Part I General
Category**

(Cat.No: 349/2021)

Module I: Financial Management (12 Marks)

Introduction – Objectives of Financial Management - Scope – Role and Purpose- Functions of Finance Executives – Different Sources of Finance – Method of Raising Long-Term and Short-Term Finance-Cost of Capital – Significance – Factors of Cost of Capital – Measurement of Individual Components of Capital – WACC – Marginal Cost of Capital – Effective Interest Rate – Capital Structure Decisions – Determinants – Optimal Capital Structure – Theories of Capital Structure – Concept of Under/Over Capitalisation – EBIT-EPS Analysis – Capital Investment Decisions – Objectives - Methods of Investment Appraisal – Dividend Decisions – Forms of Dividend – Determinants – Relevancy and Irrelevancy of Dividend Policies – Management of Working Capital – Liquidity and Profitability – Operating Cycle – Assessment of Working Capital Requirement – Factoring and Forfaiting - Financial Analysis using Ratio analysis – Calculation and interpretation of ratios - Determination of National Income - The Keynesian Theory of Determination of National Income -Primary and Secondary Markets- Secondary Market- Functions of Stock Exchanges -Constructing indices - The Money Market – Money Market Instruments - The Concept of Money Demand - Important Theories of Demand for Money - The Concept of Money Supply - Monetary Policy - Public Finance.

Module II: Auditing (11 Marks)

Auditing Concepts–Nature–Objective – Scope – Standard Setting Process – Role of International Auditing and Assurance Standards Board (IAASB) & Auditing and Assurance Standards Board (AASB); Standards on Auditing - Qualities of Auditor -Preconditions for an Audit - Audit Engagement - Audit Strategy - Audit planning - Development of Audit Plan and Programme - Control of quality of audit work - Delegation and supervision of audit work - Concept of Audit Documentation - Nature & Purpose of Audit Documentation - Form, Content & Extent of Audit Documentation - Completion Memorandum - Ownership and custody of Audit Documentation - Audit procedures for obtaining audit evidence -Sources of evidence - Relevance and Reliability of audit evidence - Sufficient appropriate audit evidence -Evaluation of Audit Evidence - Audit

of Items of Financial Statements – Eligibility - Qualifications and Disqualifications of Auditors - Appointment of Auditors - Removal of Auditors - Remuneration of Auditors - Powers and Duties of Auditors - Branch audit - Joint audit - Reporting requirements under the Companies Act, 2013 - Auditor's Report- Basic Elements.

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Module III: Taxation (11 Marks)

Income-tax law- Concept of previous year and assessment year- Basis of Charge and Rates of Tax. Residential status and scope of total income. Heads of income and the provisions governing computation of income under different heads-Salaries - Income from house property-Profits and gains of business or profession -Capital Gains-Income from other sources. Assessment of Income of different persons: - Hindu Undivided Family-Firms-LLP-Association of Persons- Co-operative Societies- Trusts, Charitable and Religious Institutions. Corporate Taxation: Classification, tax incidence, computation of taxable income and assessment of tax liability-Tax on distribution of profit - Minimum Alternate Tax (MAT) – other provisions relating to company. Assessment Procedure-Types of returns-Due date filing the returns-E-filing-Procedure for E-filing of returns -Different forms for filing the return- Demand, Recovery, Assessment, appeal, revision, and settlement-Types of Assessment-Liability for E Commerce transactions- Procedure for the application of PAN-TAN-Methods of Tax collection- TDS-TCS-Advance payment of Tax. Income Tax authorities and their powers-Penalties and prosecutions applicable to individual assessee - procedure for the imposition of penalty fines and prosecution-concepts of tax planning-tax avoidance-tax evasion. Goods and Service Tax – Introduction- background of GST-GST Models-Registration of dealers-Administration of GST-Chargeability-Rate of Tax – Computation of VAT-GST - filling of returns.

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Module IV: Corporate and Allied Laws (11 Marks)

The Companies Act, 2013–Incorporation of Company and Matters Incidental thereto - Prospectus and Allotment of Securities - Share Capital and Debentures - Acceptance of Deposits by companies - Registration of Charges - Management and Administration - Accounts and audit - Appointment and Qualifications of Directors - Appointment and remuneration of Managerial Personnel - Meetings of Board and its powers - Inspection, Inquiry and Investigation - Compromises, Arrangements and Amalgamations - Prevention of Oppression and Mismanagement - Revival and Rehabilitation of Sick Companies - Winding Up - Producer Companies - Companies incorporated outside India - Offences and Penalties - E-governance - National Company Law Tribunal and Appellate Tribunal–An overview of The Indian Contract Act, 1872 - The Negotiable Instruments Act, 1881 - The Securities and Exchange Board of India Act, 1992, Rules, Regulations and Guidelines - The Competition Act, 2002 - The Banking Regulation Act, 1949 - The Insurance Act, 1938 - The Prevention of Money Laundering Act, 2002.

Module V: Accounting Standards and Company Accounts (11 Marks)

Accounting Standards – Objectives – ASB –Standard setting Process – Application of Accounting Standards – International Financial Reporting Standards – Convergence of IFRS - Framework for Preparation and Presentation of Financial Statements (as per Accounting Standards) - Company Accounts - Preparation of financial statements – Statement of Profit and Loss, Balance Sheet and Cash Flow Statement - Managerial Remuneration - Profit (Loss) prior to incorporation - Accounting for bonus issue and right issue - Redemption of preference shares - Redemption of debentures - Accounting for Special Transactions: Investment - Insurance claims for loss of stock and loss of profit - Hire- purchase and Instalment sale transactions - Special Type of Accounting: Departmental Accounting - Accounting for Branches including foreign branches - Accounts from Incomplete Records - Reorganization and liquidation of Companies:

Accounting for amalgamation - Accounting involved in liquidation of companies - Consolidated Financial Statements.

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Module VI: Business Mathematics (11 Marks)

Matrices: Definition of a matrix. Types of matrices. Algebra of matrices. Applications of matrices operations for solution to simple business and economic problems. Calculation of values of determinants up to third order. Finding inverse of a matrix through determinant method. Solution of system of linear equation up to three variables. Differential Calculus: Mathematical functions and their types – linear, quadratic, polynomial. Concepts of limit, and continuity of a function. Concept of differentiation. Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply. Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit. Basic Mathematics of Finance: Simple and compound interest. Rates of interest – nominal, effective and continuous – and their inter-relationships. Compounding and discounting of a sum using different types of rates. Business Statistics -Uni-variate Analysis Measures of Central Tendency including Arithmetic mean, Geometric mean and Harmonic mean: properties and applications; Mode and Median. Partition values - quartiles, deciles, and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties. Bi-variate Analysis Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman's rank correlation. Simple Linear Regression Analysis: Regression equations and estimation. Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

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Module VII: Cost Accounting (11 Marks)

Nature and significance of cost accounts-Definition of Costing, Scope, Objectives, Functions and limitations of cost accounting-Installation of Costing System - Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management - Cost terms and Concepts - Cost Reduction and Cost Control - Elements of Costs - Cost behavior pattern - Separating the components of fixed, variable, semi-variable and step costs - Methods of Costing: Job Costing - Batch Costing - Contract Costing - Process/ Operation Costing -Techniques of Costing - Cost Accounting with use of Information Technology - Elements of Cost and preparation of Cost Sheets - Functional classification and ascertainment of cost - Preparation of Cost Sheets for Manufacturing sector and for Service Sector- Material Costing - Procurement procedures- Store procedures and documentation in respect of receipts and issue of stock, Stock verification - Valuation of material receipts - Inventory control- - Techniques of fixing level of stocks- minimum, maximum, re-order point, safety stock, determination of optimum stock level, - Determination of Optimum Order quantity- Economic Order Quantity (EOQ) - Techniques of Inventory control- ABC Analysis, Fast, Slow moving and Non-moving (FSN), High, Medium, Low (HML), Vital, Essential, Desirable (VED), Just-in-Time (JIT)- Stock taking and perpetual inventory system, use of control ratios - Inventory Accounting - Employee Costing: Attendance and Payroll procedures- - Elements of wages- Employee Cost Control - Employee Turnover- Methods of calculating employee turnover, causes of employee turnover, effects of employee turnover -Utilisation of Human Resource, Direct and indirect employee Cost, charging of employee cost, Identifying employee hours with work orders or batches or capital jobs - Remuneration systems and incentive schemes- Premium Bonus Method - Overheads - Allocation and Apportionment of overheads using Absorption Costing Method - Standard Costing - Marginal Costing.

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Module VIII: Management Accounting (11 Marks)

Budgets and Budgetary Control - The Budget Manual - Preparation and Monitoring Procedures - Budget Variances - Flexible Budgets - Preparation of Functional Budget for Operating and Non-Operating Functions - Cash Budgets - Capital Expenditure Budget - Master Budget -Principal Budget Factors - Pricing Decisions - Pricing of a Finished Product - Theory of Price - Pricing Policy - Principles of Product Pricing - New Product Pricing - Pricing Strategies - Pricing of Services - Pareto Analysis - Transfer Pricing - Objectives of Transfer Pricing - Methods of Transfer Pricing - Conflict between a Division and a Company - Multi-National Transfer Pricing - Profitability Analysis - Product Wise / Segment Wise / Customer Wise - Financial Decision Modeling: Linear Programming - Network Analysis - PERT/CPM - Resource Allocation and Resource Leveling - Transportation Problems - Assignment Problems - Simulation - Learning Curve Theory - Time Series Forecasting.

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Module IX: Management Information Systems (11 Marks)

Automated Business Processes - Introduction to Enterprise Business Processes, Benefits, Risks and Controls - Diagrammatic representation of business processes using Flowcharts - Risks and controls for specific business processes - Procure to pay (P2P) - Order to cash - Inventory Cycle - Hire to Retire - Supply Chain Management - Fixed Assets etc. - Applicable regulatory and compliance requirements including computer related offences, privacy, cyber-crime - Sensitive Personal Data Information of Information Technology Act, 2000 - Financial And Accounting Systems - Integrated (ERP) and non-integrated systems with related risks and controls - Business process modules and their integration with Financial and Accounting systems - Reporting Systems and MIS - Data Analytics and Business Intelligence - Business Reporting and fundamentals of XBRL (Extensible Business Reporting Language) - Applicable regulatory and compliance requirements - Information Systems And Its Components - Components of Automated Information Systems - Application Systems, Database, Network and Operating System with related risks and controls - Mapping of Organization structure with segregation of duties in Information Systems - E-Commerce, M-Commerce And Emerging Technologies - Strategic Management - Business Policy - Meaning and Nature of Strategic management - Business Strategy - Strategic Levels in Organizations - Strategic Management in Government and Not-for-profit organization - Strategic Planning.
