

## Indicative Syllabus of Field Officer (Finance & Accounts)

Part -I	120	<p><b><u>Financial Reporting:</u></b></p> <ol style="list-style-type: none"><li>1. Indian Accounting Standards (Ind AS) notified by MCA and Guidance Notes on various accounting aspects issued by the ICAI and advanced problems based thereon.</li><li>2. Corporate financial reporting – issues and problems with special reference to published financial statements.</li><li>3. Accounting Policies</li><li>4. Accounting aspects of corporate restructuring.</li><li>5. Inventory Accounting</li></ol> <p><b><u>Management Accounting and Financial Management:</u></b></p> <ol style="list-style-type: none"><li>1. Project planning and capital budgeting: Techniques for evaluation like payback method, rate of return, IRR, NPV, etc.; preparation of project report; financial projections; sensitivity analysis in capital budgeting; Impact of inflation on capital budgeting decision; capital rationing; risk analysis in capital budgeting and evaluation of risk investments; social cost-benefit analysis; simulation and decision tree analysis.</li><li>2. Type of financing: project financing; intermediate and long-term financing; negotiating from loan with banks and financial institutions; appraisal of term loans in India; lease financing.</li><li>3. Special Features of Financial Management in Public Sector Undertakings.</li><li>4. Dividend decision: divided policy; its determinants.</li><li>5. Tools of Financial Analysis and Planning; Ratio Analysis to evaluate performance and financial health application of ratio analysis in financial decision making; Analysis of cash flow and funds flow statements.</li><li>6. Management of working capital; Cash and Marketable securities management; Treasury management; Receivables management; Inventory management, Financing of working capital with emphasis on Public Sector Undertakings.</li><li>7. Financing decision: Cost of capital; cost of different sources of finance; Weighted average cost of capital, Marginal cost of capital; Concept of operating and financial leverage; Capital structure patterns Designing optimum capital structure; Constraints; Various capital structure theories; Different sources of finance; Long, medium and short-term finance.</li></ol> <p><b><u>Auditing:</u></b></p> <ol style="list-style-type: none"><li>1. Audit strategy, planning and programming.</li><li>2. Risk assessment and Internal control including reporting on Internal Financial Controls.</li><li>3. Auditing Standards, Statements and Guidance Notes.</li><li>4. Audit of limited companies with emphasis on Public Sector Undertakings.</li><li>5. Audit Committees and Corporate Governance.</li><li>6. Cost audit.</li></ol>
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Part -II	30	General aptitude, General Knowledge, Reasoning, Mathematics, Language and Behavioral Aptitude