

# Model Curriculum

## Accounts Executive (Statutory Compliance)

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SECTOR: **BFSI**  
SUB-SECTOR: **Banking**  
OCCUPATION: **Financial Services**  
REFERENCE ID: **BSC/Q1101, Version No. 1.0**  
NSQF LEVEL: **4**



**Table of Content:**

CurriculumAccounts Executive (Statutory Compliance) ..... 3

Annexure1: Assessment Criteria.....7

Annexure2: Trainer Prerequisites.....8



# Accounts Executive (Statutory Compliance)

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Accounts Executive (Statutory Compliance)”, in the “BFSI” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Accounts Executive (Statutory Compliance)</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	BSC / Q1101		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	22-12 – 2015
<b>Pre-requisites to Training</b>	Minimum qualification – Graduation in commerce or allied subjects/Diploma in commercial Practice		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Compute tax liabilities namely Service Tax, TDS and VAT, making to the Government, filing of returns and maintaining records of the same for audit purpose.</li> <li>• Prepare and submit periodic reports on the nature of tax payments to senior/manager.</li> <li>• Prepare (by referring the documents) a tabular statement detailing the date, particulars and value of transactions on which Value Added tax is already paid (i.e.) tax paid on purchases that are used for further sales during the period.</li> <li>• Prepare (by referring to documents) a tabular statement detailing the date, particulars and value of transactions that attracts TDS.</li> <li>• Prepare (by referring the documents) a tabular statement detailing the date, particulars and value of transactions on which service tax is already paid (i.e.) service tax paid on expenses that are booked during the period.</li> <li>• Prepare and present any other report as is required while performing the role in the organization.</li> <li>• Make payment electronically of such amount of tax liability.</li> <li>• Fill-up the tax return form in the prescribed format with relevant transaction details.</li> <li>• File the relevant documents in chronological order for seamless retrieval for future reference/audit purpose.</li> <li>• Ensure the payment is made within the due date, but for exceptional cases and calculate any interest for late payment for such exceptional cases.</li> <li>• Generate tax paid challan as acknowledgement for making the payment.</li> <li>• Prepare and present quarterly, half- yearly reports as per requirements.</li> <li>• Discuss and set work targets with senior/manager if applicable.</li> </ul>		

This course encompasses 3 out of 3 National Occupational Standards (NOS) of “Accounts Executive (Statutory Compliance)” Qualification Pack issued by “BFSI Sector Skill Council of India”.



Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Introduction to Taxes and Service Tax Understanding	5	25	<ul style="list-style-type: none"> <li>• Knowledge on tax terminologies.</li> <li>• Ascertaining the amounts/transactions on which taxes are levied.</li> <li>• Updated information on changes in tax laws that are applicable to the company.</li> <li>• Demarcation regarding the documents that relates to the time period for which calculation of tax liability is being undertaken.</li> <li>• Knowledge of due date for payment of taxes and filing of returns on behalf of the company.</li> </ul>	N 1101	White board, Marker, Overhead projector, Laptop, Internet access
2	Service Tax Compliance	4	15	<ul style="list-style-type: none"> <li>• Preparation (by referring the documents) of a tabular statement detailing the date, particulars and value of transactions on which service tax is already paid (i.e.) service tax paid on expenses that are booked during the period.</li> <li>• Carry forward in the books of accounts such excess tax paid and be able to make adjustments while making the next Payment.</li> <li>• Generation of tax paid challan as acknowledgement for making the payment.</li> </ul>	N 1101	White board, Marker, Overhead projector, Laptop, Internet access
3	Tax Deducted at Source (TDS) – Understanding	3	10	<ul style="list-style-type: none"> <li>• Ascertaining the transaction value beyond which TDS rules are applicable.</li> <li>• Knowledge of due date for payment of taxes and filing of returns on behalf of the company.</li> </ul>	N 1102	White board, Marker, Overhead projector, Laptop, Internet access



				<ul style="list-style-type: none"> <li>Demarcation regarding the documents that relates to the time period for which calculation of tax liability is being undertaken.</li> </ul>		
4	Tax Deducted At Source (TDS) Compliance	5	20	<ul style="list-style-type: none"> <li>Determining for each transaction, the section of law under which tax deductions have been done.</li> <li>Fill- up the payment form electronically with details such as TAN No., Assessment year, type and nature of payment, bank details etc.</li> <li>Generate tax paid challan as acknowledgement for making the payment.</li> <li>Ensure the payment is made within the due date, but for exceptional cases and calculate any interest for late payment for such exceptional cases.</li> <li>Fill-up the tax return form in the prescribed format with relevant transaction details.</li> </ul>	N 1102	White board, Marker, Overhead projector, Laptop, Internet access
5	Value Added Tax (VAT) - Understanding	3	10	<ul style="list-style-type: none"> <li>Determine different types/rates of taxes that are applicable to the business transactions.</li> <li>Demarcation regarding the documents that relates to the time period for which calculation of tax liability is being undertaken.</li> </ul>	N 1103	White board, Marker, Overhead projector, Laptop, Internet access
6	Value Added Tax (VAT) - Compliance	5	20	<ul style="list-style-type: none"> <li>Preparation (by referring the documents) of a tabular statement detailing the date, particulars and value of transactions on which Value Added tax is already paid (i.e.) tax paid on purchases that are used</li> </ul>	N 1103	White board, Marker, Overhead projector, Laptop, Internet access



				<p>for further sales during the period.</p> <ul style="list-style-type: none"> <li>• Make payment electronically of such amount of tax liability and generate tax paid challan as acknowledgement for making the payment.</li> <li>• Filing the tax return form in the prescribed format with relevant transaction details.</li> <li>• Update details of tax receipt/payments into information system/ records.</li> </ul>		
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<b>Total Duration:</b>	<b><u>25</u></b>	<b><u>100</u></b>	<b>Unique Equipment Required:</b> ..... .....
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Grand Total Course Duration: **125 Hours 0 Minutes**

*(This syllabus/ curriculum has been approved by BFSI Sector Skill Council of India)*



### Annexure1: Assessment Criteria

<b>Assessment Criteria for Accounts Executive (Statutory Compliance)</b>	
<b>Job Role</b>	<b>Accounts Executive (Statutory Compliance)</b>
<b>Qualification Pack</b>	<b>BSC/Q1101</b>
<b>Sector Skill Council</b>	<b>BFSI Sector Skill Council of India</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
2	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre.
3	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria
4	To pass the Qualification Pack, every trainee should score the minimum percentage assign to that job role, aggregate of theory and practical.
5	In each paper there will be 60 questions each though it's online or offline.
6	The assessor will be required to translate the questions from English to local language. And the VIVA also be conducted in English or local language as per their comfort.
7	VIVA will be conducted with Online as well as Offline exams.
8	Pass percentage for Accounts Executive (Statutory Compliance) exam is 60

<b>ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)</b>	<b>Assessment criteria (PC)</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>MARKS ALLOCATION</b>	
				<b>Theory</b>	<b>Skills Practical</b>
<b>1. BSC /N1101 (INTRODUCTION TO TAX AND SERVICE TAX COMPLIANCE )</b>	Understand in detail tax terminologies such as Input Tax credit, Output tax etc. Understand the amounts/ transactions on which taxes are levied. Ascertaining service tax liability that needs to be paid to the Government. Make payment electronically of such amount of	<b>100</b>	100	30	70



	tax liability. .Generate tax paid challan as acknowledgement for making the payment.				
		<b>NOS Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
<b>2. BSC/N1102 (TAX DEDUCTED AT SOURCE (TDS) COMPLIANCE )</b>	Understand in detail tax terminologies such as TDS, Tax Collected at Source (TCS) and rates of TDS etc. Understand and identify the transactions that attract TDS. Clearly mention for each transaction, the section of law under which these deductions have been done. Fill-up the payment form electronically with details such as TAN No., Assessment year, type and nature of payment, bank details etc. Make payment and generate tax challan.	<b>100</b>	100	30	70
		<b>NOS Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
<b>3. BSC/N1103 (VALUE ADDED TAX (VAT) COMPLIANCE)</b>	Computation of VAT liability. Understand the amounts/ transactions on which taxes are levied. Fill-up the payment form electronically with details such as TAN No., Assessment year, type and nature of payment, bank details etc. Make payment and generate tax challan.	<b>100</b>	100	30	70
		<b>NOS Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
		<b>QP TOTAL</b>	<b>300</b>	<b>90</b>	<b>210</b>

**Annexure2: Trainer Prerequisites for Job role: “Accounts Executive (Statutory Compliance)” mapped to Qualification Pack: “BSC Q/1101”**

Sr. No.	Area	Details
1	<b>Job Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “BSC / Q 1101”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and





		focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	B.Com
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Accounts Executive (Statutory Compliance)</u> ” mapped to QP: “ <u>BSC Q/1101</u> ”. Minimum accepted score as per SSC guideline is 70%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/1402”. Minimum accepted score as per SSC guideline is 70%.
5	<b>Experience</b>	<p>Minimum 3years’ experience as a trainer in the BFSI domain</p> <p>Minimum 2 years’ experience as a trainer of Accounting subjects</p> <p>Experience in accounting services a plus</p> <p>.....</p> <p>....</p>



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**BFSI SECTOR SKILLS COUNCIL OF INDIA**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Accounts Executive (Statutory Compliance)'  
QP No. 'BSC/Q3103 NSQF Level 4'

Date of Issuance: January 15<sup>th</sup>, 2016

Valid up to: January 15<sup>th</sup>, 2017

\* Valid up to the next review date of the Qualification Pack

Authorized Signatory  
(BFSI Sector Skill Council of India)



**BFSI Sector Skill Council of India**

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