

# AFM

- The Code to Your Successful Future
- A Course Designed to Fast-Track Your Finance Career



## SPECIAL40



[www.special40.com](http://www.special40.com)

# Finance Manager Job Description

## ACCOUNTING Responsibilities

- ⦿ Post accounting records in the Books of Accounts
- ⦿ Guide team members in book-keeping
- ⦿ Awareness of Accounting Software

We will cover these in our modules

Basics of Accounting

Accounting in ERP

## MIS Responsibilities

- ⦿ Prepare monthly reports and ratio analysis

We will cover these in our modules

Excel

Ratio Analysis

## REPORTING Responsibilities

- ⦿ Preparation of financial statements in accordance with Indian GAAP

We will cover these in our modules

Preparation of Financial Statements

## STATUTORY COMPLIANCE Responsibilities

- ⦿ Compliance with GST & Income Tax
- ⦿ Preparation and filing of
  - ⦿ GST Returns
  - ⦿ TDS Returns
- ⦿ Implement payroll structure in compliance with relevant labor laws

We will cover these in our modules

Introduction to GST

Introduction to Income Tax

GST Return Filing

TDS Return Filing

Payroll

HR Compliance

Individual Tax

## CASHFLOW MANAGEMENT Responsibilities

- ⦿ Prepare Cashflow statement
- ⦿ Working capital management

We will cover these in our modules

Cashflow

Introduction to Reporting

## SOFT SKILLS Responsibilities

- ⦿ Effective Communication Skills with ability to present complex financial information
- ⦿ Detail oriented with strong analytical and problem-solving skill

We will cover these in our modules

Business  
English

Interview  
Training

### Team Building Sessions

Numerical  
reasoning

Data  
Interpretation

Logical  
Reasoning

A Finance Manager plays a crucial role in maintaining an organization's financial health by ensuring accurate financial reporting and providing strategic guidance to senior management. This role demands a deep understanding of financial principles, strong analytical skills, and effective leadership. Our AFM India Online Live program equips you with the expertise to optimize financial performance and contribute to an organization's overall success.

## EFFECTIVE PRESENTATION Responsibilities

- ⦿ Communicate effectively with bankers to ensure smooth financial interactions
- ⦿ Maintain strong relationships with stakeholders to foster trust and collaboration

We will cover these in our modules

Banking





## Why?

**We're trying to bridge the demand-and-supply gap in the Commerce/Finance expertise.**

Over the years, we have observed an abundance of demand for efficient finance professionals, which walks hand in hand with a surplus outflow of graduates each year. Interestingly, they do not serve each other. This is because the available talent pool lacks the appropriate training and guidance that is expected of them.

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**Our desire to bridge this gap is what inspired us to create Special 40.**



# Who is this program for?

This program is ideal for individuals aiming to excel as elite Commerce and Finance professionals, including:

- Commerce Graduates and Postgraduates
- Qualified ACCA/CMA Professionals
- Semi-qualified ACCA/CMA Professionals



# About The Program

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Special 40 is an Internship program designed to provide On-the-Job Training for commerce graduates. This two-month program provides job-oriented exposure to the theoretical concepts they have learned as commerce students.



# Features

## Enough with the Theory, it's time to learn the Practical side!

Learn the tasks you will be expected to do, when taking up an accounting job and gain the working knowledge you need, to bring growth to your career!

- ◉ Qualified Faculty with Hands-on Experience
- ◉ State-of-the-art Smart Classroom
- ◉ Placement Assistance
- ◉ Central Govt. Affiliated Certification
- ◉ Job-oriented Training
- ◉ Personal Attention
- ◉ Special Interview Training





# Curriculum

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- Business & Accounting Concepts
- GST and Income Tax
- Software Tools
- Reporting
- Banking
- Business English
- Interview and Aptitude Training







# Detailed Curriculum

## Basics of Business

- Understand how the business environment works
- Learn commonly used terms in business and related concepts
- Role of an accountant in the global business scenario

## Basics of Accounting

- Refresher on accounting processes and concepts
- Understanding the practical accounting terms and scenarios
- Learn to classify accounting transactions as  
Income / Expense / Asset Liabilities

## Preparation of Financial Statements

- Learn How to prepare financial statements in Microsoft Excel
- Understand where each ledger is reported in the financial statements
- Learn how to prepare and read the Balance sheet
- Learn how to prepare and read the Profit and loss account
- Learn how to prepare and read the statements of Cash Flows

## Accounting in ERP

- Hands-on experience in accounting software
- Learn to prepare the books of accounts from scratch
- Identify the type of vouchers to be used in ERP for recording any transaction
- Generation of reports from ERP and analysis of information recorded in ERP
- Unleash the full potential of ERP using multiple reports and analytics
- Increasing your speed using shortcuts
- Learn features for statutory compliances in ERP

## Introduction to Income Tax

- Understanding the types of taxes in India
- Familiarize with the terms connected with Income tax
- How to access the government websites?
- How to compute taxes on income?
- How to be aware of your tax credits and tax demands?

## Payment of Tax

- How to pay tax at various points?
- Documents and returns related to income tax
- Consequences related to non-compliance
- TDS Return filing
- Learn to fill and file TDS returns
- Familiarize with the common errors during TDS return filing
- Downloading required documents related to TDS compliance

## Individual Taxation

- Understand how salary and related components are taxed
- How to apply tax rates of income generated by individuals?
- Familiarize with TDS returns for salary

### **Tools in Excel**

- Learn how to handle data in a spreadsheet
- Learn how to arrange your data into reportable formats
- Learn basic calculations and complex formulas
- Increase your speed using shortcuts
- Learn different reconciliations and summarizing using Microsoft Excel

### **Banking**

- Basic terms in banking
- Understand how to handle bank accounts and transfer funds
- Understanding the forms, documents, and other instruments
- Importance of bank reconciliations

### **Human Resource Compliances**

- Introduction to Labour laws in India
- Learn the applicability, rates, limits, and computation of EPS, ESI, Gratuity, Bonus, and other statutory levies
- Understand employee benefits

### **Payroll Processing**

- Understand components of payroll and its preparation
- Documents to be maintained related to payroll
- Understand the accounting of employee benefits



# Career-Oriented Curriculum

## Career Success Skills & Recruitment Preparation

### Business English

Improve communication skills, professional writing, and workplace vocabulary for effective professional interactions.

### Interview Sessions

Prepare for interviews with key strategies, effective communication, and confidence-building techniques.

### Aptitude Testing

Assess your problem-solving, logical reasoning, and analytical skills to enhance career readiness.





# CAPITAIRE

INTEGRATED VALUE DELIVERY



AFM India is carefully structured and operated by CAPITAIRE, a leading business consulting firm providing Tax, Accounting, and Business Advisory services in Kerala, Kuwait, Qatar, Dubai & Saudi Arabia. The practical training delivered by its Chartered Accountants and qualified finance professionals is unparalleled. More importantly, CAPITAIRE's rising Global and Indian presence along with its wide network of employers in the market, greatly influences the career trajectory of Special 40 students.



# Learn From a Renowned Faculty of Seasoned Experts and Visionary Educators



CA. Arif Omar



CA. Harshin  
Valamary



CA. Anjali  
Elsa Reji



CA. Vishnu  
Kadengal



CA. Pravada V



CMA. Adhil  
Malakuzhiyil



**Sajitha A S**



**Divya C V**



**Sadia Cidar**



**Aiswarya Joy**



**Aarathi K U**



**Manu Mohanan**



**Mohammed Rashid**



**Teena Joy**



**Blessna M V**



**Nithin Babu**



**Corporate Readiness  
Mentorship by**

**Manju Janardhan**

Former HR Director - Deloitte.





# Our Facility:

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# Certification of Achievement

Every candidate who successfully completes our AFM program is formally recognised for their achievements and expertise with the Special 40 certificate, certified by Capitaire Consultants LLP.



Transform From a  
Commerce Graduate to a  
**FINANCE PROFESSIONAL**

JOIN

**SPECIAL40**



# SPECIAL40

A CAPITAIRE venture



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