

Position Title	Department/ Division	Location	Nos
Assistant Manager/ Deputy Manager - Finance & Accounts	Finance & Accounts	Navi Mumbai	01

Roles & Responsibilities

- 01 Doing the monthly closing of books of accounts in compliance with statutory provisions
- 02 Bill processing and issuing cheques in compliance with GFR rules and Cash flow management including deployment of surplus funds
- 03 Monthly closing activities like Bank reconciliation statements, Provisioning, balance confirmations etc
- 04 Knowledge of Income Tax, GST & other statutory compliances
- 05 Preparation of financial statements of the project SPVs and Consolidation of accounts
- 06 Project wise accounting knowledge
- 07 Implement processes and systems for monitoring fund generation and utilization of funds
- 08 Monitor cash flow and prepare cash flow projections
- 09 Support the Head in the development and maintenance of the annual budget
- 10 Analyze variances to budget and prepare explanations for management
- 11 Research and resolve discrepancies in financial data
- 12 Generate ad hoc/MIS reports as requested by management
- 13 Liaise with the Statutory, Tax, Internal & CAG etc Auditors for audits

Qualifications & Experience

Essential Qualification and Experience Requirement

- Qualified CA /CMA from ICAI / CMA
- For AM minimum 01 year experience and for DM minimum 03 year experience post qualification
- Good Accounting and balance sheet preparation knowledge
- Maximum Age of 37 years as on 29.03.2024

Preferable Qualification and Experience Requirement

- Having work experience of account and finance work in a reputed infra industry
- Knowledge of Ind-AS

Remuneration Package:

- a) The position shall be on contract basis and a fixed remuneration of Rs 84,000/- per month for AM and Rs 1,10,000/- per month for DM
- b) Initial period of appointment shall be 03 years, which may be extended every year, based on performance and mutual consent

Application Process

Interested candidates may send their resume as per format enclosed along with a cover letter to hr.nhlml@nhai.org latest by 01.04.2024 till 05.00 PM. Please mark **"Application - Assistant Manager - Finance & Accounts"** OR **"Application - Deputy Manager - Finance & Accounts"** in the subject line of the email. The same shall be as per post qualification experience

Application Form

(PLEASE FILL IN CAPITAL LETTERS ONLY)

1. Application for the post of: _____

S. No.	Particulars	Details
1	Name of the Applicant	
2	Father's Name	
3	Gender	
4	Date of Birth (DD/MM/YYYY)	
5	Domicile (State)	
6	Nationality	
7	Aadhar No.	
8	Mailing Address	
9	Permanent Address	
10	Email ID:	
11	Mobile No.	
12	Member of Professional Services (if any)	
13	Publication (if any)	

2. Educational Qualification (Graduation and Onwards):

S. No.	Name of the Degree	Year of Passing	University/ Institute	Percentage of Marks	Class Division
1					
2					
3					
4					

(Enclose self-attested photocopy of relevant educational qualification and mark sheets)

3. Certification Course (if any):

S. No.	Name of the Course	Year of Passing	Institute	Percentage of Marks	Duration of Course
1					
2					
3					

4. Software Proficiency:

S. No.	Computer Field	Excellent	Good	Average	Not Covered
1	MS Word				
2	MS Excel				
3	MS Power Point				
4	Mention other, if any				

5. Work Experience (starting from Current Organisation in descending order)

Sl. No.	Organisation Name & Address	Designation	Reporting Manager's designation	Period of Service (From - To)	Nature of duties performed (in relevance of job applied for)	Reasons for Leaving Service
1.						
2.						
3.						

Sl. No.	Organisation Name & Address	Designation	Reporting Manager's designation	Period of Service (From - To)	Nature of duties performed (in relevance of job applied for)	Reasons for Leaving Service
4.						
5.						

Details of Other Employer (if any)

- (Enclose self-attested photocopy of relevant experience certificates)

6. Last drawn CTC/Basic with level (except PRP)

7. Declaration

I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment/selection/subsequent contract period in NHLML, it is found that any information/statement/data given in this application is false/incorrect/any material fact suppressed OR I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature/appointment is liable to be cancelled/terminated forthwith without giving any notice or reasons thereof.

Place:

Date:

(Signature)

(Name)

Note: Kindly send your application along with relevant documents latest resume/ mark sheets/ experience certificates and current remuneration details at hr.nhlml@nhai.org with a subject line “Application for (Name of Position)” in the subject line of the email before last date **01.04.2024**.