

Position Title	Department/Division	Location	Nos
Accountant	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 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

- CA Inter / CMA Inter from ICAI / CMA
- Minimum 02 years experience post qualification
- Good Accounting and Taxation knowledge
- Maximum Age of 45 years as on 01.04.2024

##### Preferable Qualification and Experience Requirement

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

#### Remuneration Package:

- a) The position shall be on contract basis and a fixed remuneration of Rs 50,830/- per month
- 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](mailto:hr.nhlml@nhai.org) latest by 01.04.2024 till 05.00 PM. Please mark "**Application -Accountant - Finance & Accounts**" in the subject line of the email