

Position Title	Department/Division	Location	Nos
Senior Manager	Finance & Accounts	Navi Mumbai	01

Roles & Responsibilities

- 01 Managing financial & accounting functions involving finalization of accounts; Taxation, generating effective systems & MIS reports for the management
- 02 Responsible for Preparation of financials in Ind-As for MJPRCL and other companies as per Ind-As. Responsible for record of correct accounting of transactions in book. Thus must have an implementation/working knowledge of Ind-As
- 03 Collaborating with Senior Management of MJPRCL / NHLML to develop a Budgeting/Cash flow management in line with the strategy.
- 04 Ensuring suitable metrics are in place to measure performance and progress.
- 05 Internal Audits - Development & Implementation of robust Compliance, effective Internal Control and Annual Internal Audit Plan & Process, Corporate Governance framework for the company
- 06 Liaise with the Statutory, Tax, Internal & CAG etc Auditors
- 07 Coordinating with banks and financial institutions in resource raising for various projects being undertaken under MJPRCL
- 08 Develop an implementable strategy to ensure sustainable financing and legal compliance by the organization
- 09 Preparation of financial statements of the project SPVs and Consolidation of accounts
- 10 Define and implement strategy for consolidating and leveraging the balance sheets of project SPVs
- 11 Define accounting policies and mechanisms for the organization, aligned to the extant guidelines of National Highways Authority of India (NHAI)
- 12 Good Working knowledge of GST, Income Tax & other statutory compliances
- 13 Define accounting processes for the organization in line with the extant regulations to optimize the taxability
- 14 Liaise with the Chartered Accountants of the organization for preparation and finalization of quarterly and annual financial statements of the organization, as required
- 15 Follow Government Accounting Process and Protocol
- 16 Bring best Accounting practices and ensure all accounting compliances
- 17 Define and implement systems and processes to ensure compliance to extant regulations along with other divisions

Qualifications & Experience

Essential Qualification and Experience Requirement

- Qualified CA from ICAI / CMA
- Good experience and knowledge of Ind-As and Consolidation and balance sheet finalization
- Minimum 07 years of total Post qualification professional experience of which at least 04 years experience should in handling Finance & Accounts, resource management, strategic financing etc.
- Maximum Age of 40 years as on 29.03.2024

Preferable Qualification and Experience Requirement

- Having work experience of Accounts, Finance, Taxation & Audit work in a reputed infra industry
- Experience in implementation of Ind-AS, Consolidation of subsidiary/JV accounts
- Experience in handling CAG audits
- Experience in debt raising/resource mobilization would be preferred

Remuneration Package:

- a) The position shall be on contract basis and a fixed remuneration of Rs 1,62,000/- 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 latest by 01.04.2024 till 05:00 PM. Please mark "**Application - Senior Manager - Finance & Accounts**" in the subject line of the email.

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**.