

FINANCE OFFICER

Requirements & Responsibilities:

- ❑ Member of **The Institute of Chartered/ Cost Accountants of India**, with a minimum of 5 years' post qualification end to end experience in finalization, statutory audits and company secretarial work. Candidates who are also Members of the **Institute of Company Secretaries of India**, would be given preference.
- ❑ Responsible for handling secretarial matters applicable to the company under Companies Act including compliance of Secretarial standards, Filing of Forms and related legal compliance.
- ❑ Coordinating all board meetings of the company and maintenance of related statutory records.
- ❑ Responsible for monthly MIS and consolidation of accounts and upkeep and accuracy of books of account, establishing internal controls and processes in co-ordination with internal auditors of the company
- ❑ Shall demonstrate thorough understanding of Accounting concepts and compliance of various laws applicable to the Company, and to equip to adopt and implement GST (Goods and Services Tax) in the Company.
- ❑ Incumbent shall be responsible for completion of Statutory audits, C&AG audit and internal audit of the company.
- ❑ Key constituent in drafting budgets, cost control, General Ledger review etc.
- ❑ Monitoring of capex and opex of the company.
- ❑ Demonstrate professionalism, competence and clarity of communication while liaisoning/ representing before statutory authorities for compliance of laws particularly taxation and labour laws.
- ❑ Shall possess expert knowledge on MS office and working knowledge of ERP applications.



Remuneration and Perquisites

Grade	Senior Consultant Gr. I	Senior Consultant Gr. II	Consultant Gr. I	Consultant Gr. II
Scale of Pay	35900-1550-45200-1950-62750	30300-1250-37800-1550-51750	24700-1100-32400-1250-48650	20800-900-27100-1100-41400
Dearness Allowance, calibrated to Government price indices	As per Central Govt. Norms (at present it is 125% of Basic Pay)	As per Central Govt. Norms (at present it is 125% of Basic Pay)	As per Central Govt. Norms (at present it is 125% of Basic Pay)	As per Central Govt. Norms (at present it is 125% of Basic Pay)
HRA	30% of Basic Pay	30% of Basic Pay	30% of Basic Pay	30% of Basic Pay
City Compensatory Allowance	300.00	300.00	300.00	300.00
Conveyance Allowance(if one owns and uses a Four wheeler)	5500.00	5500.00	5100.00	2800.00 (owns two wheeler)
Telephone - Mobile	800.00	800.00	1250.00	1125.00
- Land phone	1500.00	1500.00		
Medical Allowance for OPD consultations	1250.00	1250.00	1250.00	1250.00
Reimbursement of subscription for English Newspaper and English Magazine limited to:-	300.00	300.00	NA	NA
Company Contribution to Provident Fund	12% of Basic + DA	12% of Basic + DA	12% of Basic + DA	12% of Basic + DA
Approximate total emoluments per month at minimum of scale. (Performance related pay, monetized value of other perquisites would be additional)	110888.00	95096.00	77554.00	64131.00

(Total emoluments have been calculated based on the base figure of the scale for each grade)

Other benefits

- Free Lunch Facility
- Gratuity as per Gratuity Act
- Reimbursement of Hospitalization Expenses as per rules
- EDLI as per Employees Provident Fund and Miscellaneous Provisions Act, 1952
- Leave Encashment as per Company Rules
- Casual Leave/Sick Leave/ Privilege Leave as per Company Rules
- Incentive as per Productivity Linked Incentive Scheme of KITCO
- Site Allowance as per Company Rules if postings other than Head Office
- Reimbursement of Children Education and Hostel Allowance as per Rule 2BB of the Income Tax Act
- Leave fare concession as per Company Rules

Note:

Candidates with exceptional qualification & suitability to the post applied for, may be considered for additional increments at the time of initial joining. Grade as well as Remuneration & Perquisites will also not be a constraint for the right candidates.

