

## COMPANY SECRETARY/ FINANCE OFFICER

### Requirements & Responsibilities:

Member of **The Institute of Company Secretaries of India** for the position of *Company Secretary*, and Member of **The Institute of Chartered / Cost Accountants of India**, for the position of *Finance Officer*.

Candidates with both of the above qualifications will be given preference.

Candidates with minimum of 2 years' experience may apply for the position of *Consultants*, and those with minimum of 10 years may apply for the position of *Senior Consultants* and above.

Experience in the following areas desirable:

- Accounting and finance management, finalization of accounts and preparation of financial statements
- Consolidation of accounts and upkeep and accuracy of books of accounts, establishing internal controls and processes
- Thorough understanding of Accounting concepts and compliance of various laws applicable to the Company
- Co-ordination of Statutory audits, C& AG audits and internal audits and management audits of the company
- Preparation of budgets and cost control systems and monitoring of capex and opex of the company
- Expert knowledge in direct and indirect taxation and to equip to adopt and implement GST (Goods and Services Tax) in the Company
- Drafting / vetting agreements with clients and other parties
- Expert knowledge on MS office and working knowledge of ERP applications
- All secretarial matters under Companies Act including compliance of Secretarial standards, Filing of Forms and legal compliance.
- Coordinating board meetings of the company and maintenance of statutory records.
- The selected officer shall demonstrate professionalism, interpersonal relationships, team building, competence and clarity of communication in discharge of his/her functions.
- Exposure to Financial Services will be desirable.

the consultants

## Remuneration and Perquisites

Based on candidate's eligibility for the post applied for, he/ she may be appointed in the applicable grade with remuneration and perquisites as mentioned below:

Grade	Principal Consultant	Senior Consultant Gr. I	Senior Consultant Gr. II	Consultant Gr. I	Consultant Gr. II
Scale of Pay	41500-1950-53200-2300-71000	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)	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	30% of Basic Pay
City Compensatory Allowance	300.00	300.00	300.00	300.00	300.00
Conveyance Allowance(if one owns and uses a Four wheeler)	5800.00	5500.00	5500.00	5100.00	2800.00 (owns two wheeler)
Telephone - Mobile	1400.00	800.00	800.00	1250.00	1125.00
- Land phone	1800.00	1500.00	1500.00		
Medical Allowance for OPD consultations	1250.00	1250.00	1250.00	1250.00	1250.00
Reimbursement of subscription for English Newspaper and English Magazine limited to:-	350.00	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	12% of Basic + DA
Approximate total emoluments per month at minimum of scale. (Performance related pay, monetized value of other perquisites would be additional)	<b>127930.00</b>	<b>110888.00</b>	<b>95096.00</b>	<b>77554.00</b>	<b>64131.00</b>

(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.

