

**APPOINTMENT OF PROFESSIONALS FOR POSITIONS IN FINANCE & ACCOUNTS DEPARTMENT  
OF KITCO LTD.**

Ref: KITCO-HR/FTC/01/2022 (01.08.2022)

KITCO Ltd. invites applications from experienced and competent persons for various posts for appointment on Fixed Term Contract Basis (FTC) for a period of 2 years, extendable for further period, based on performance.

Sr No	Title	Department	Tentative Vacancies*	Qualifications
1	Assistant Manager - Finance	Finance & Accounts	1	CA (Member of the Institute of Chartered Accountant of India) with minimum 5 years of post-qualification experience
2	Senior Executive - Finance & Accounts	Finance & Accounts	1	CA with minimum 3 years of post-qualification experience or CA-Inter Pass/ M.Com / MBA-Finance with minimum 5 years of post-qualification experience
3	Executive - Finance & Accounts	Finance & Accounts	1	CA with 0-3 years of post-qualification experience or CA-Inter Pass/ M.Com / MBA-Finance with 3-5 years post-qualification experience

Note: For other educational qualifications, which are equivalent to the ones listed, may also be considered. The waitlisted candidates will be considered for vacancies arising within 1 year of date of this advertisement.

**1. Assistant Manager-Finance**

Member of the Institute of Chartered Accountant of India, with minimum 5 years of post-qualification experience including end to end experience with complex financials and extensive Balance Sheet of companies, financial strategy, risk management, cash flow management, investment & banking operations and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

**2 & 3 Executive/Senior Executive (Finance & Accounts)**

Member of the Institute of Chartered Accountant of India, with 0-3 years of experience or CA-Inter pass with 2-5 years of experience or Masters in Commerce or equivalent / MBA-Finance with 3-5 years' of experience including preparation of asset, liability, and capital account entries by compiling and analysing account information, documentation of financial transactions by entering account information, preparation of payment vouchers by verifying documentation and requesting disbursements, GST/Income tax related matters, bank reconciliation etc. keeping up-to-date account records and oversee smooth transactions,



cash flow management, investment & banking operations and having proficiency in standard office software like MS Office and working knowledge of ERP applications. Need good communications skills and a strong quantitative background, along with a proven track record of successfully handling accounts, should be a team player, enjoy working with a variety of clients, and have knowledge of accounting functions. Work experience in Technical consulting industry is preferred, but not mandatory.

**Candidates having CA with minimum 3 years of post-qualification experience or CA-Inter Pass/ M.Com / MBA-Finance with minimum 5 years of post-qualification experience will be considered for the position of Senior Executive - Finance & Accounts.**

The positions shall be offered on Fixed Term Contract (FTC) basis for a period of 2 years and shall be guided by the terms and conditions of employment offer / appointment letter.

**Remuneration and Perquisites**

Remuneration & Perquisites for the above positions shall be on Cost to Company (CTC) basis and would be decided based on the number of years’ of relevant work experience, current salaries and reasonable market benchmarks.

Sr No	Position	Remuneration (on CTC basis) (Rupees per annum)
1	Executive	2.4 L to 5 L per annum
2	Senior Executive	3 L to 6 L per annum
3	Assistant Manager	3.5 L to 9 L per annum

The following components shall be available in the CTC

- Fixed Salary (Basic pay and HRA)
- Performance Linked Variable Pay (paid annually based on performance)
- Statutory payments & other benefits as applicable
- PF contribution as per The Employees’ Provident Fund And Miscellaneous Provisions Act, 1952
- Subsidized Lunch Facility at Head office
- Any statutory provisions mandated by the laws applicable in India

The annual increments and performance based pay shall be decided by the Management based on performance of the Individual & Company.

**INSTRUCTIONS TO APPLICANTS**

1. Candidates meeting the above eligibility criteria may submit their application by email to [career@kitco.in](mailto:career@kitco.in), comprising their detailed Curriculum Vitae / resume and scanned copies of certificates/credentials in proof of information furnished in the CV/resume in support of fulfilment of the eligibility criteria as mentioned above with the subject of the email as “Application to the post of \_\_\_\_\_”.



2. Applicants are requested to ensure that they fulfil the eligibility criteria as per notification (qualification, experience etc. mentioned against each Post) and that the particulars furnished by them are correct. If detected at any stage of the recruitment process that the candidate does not fulfil the eligibility criteria and/ or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. Hand delivery or submission of application through any other means will NOT be allowed.
3. KITCO Management reserves the right to decide the cut-off dates, selection process and to call only a limited number of candidates for interview. Applications received after the cut-off date would be summarily rejected. KITCO Ltd. will not be responsible for any delay in submission of application within the specified time.
4. Screening of applications will be done at KITCO with reference to the qualification, relevance of work experience, etc.
5. Short listed candidates will have to produce the original of their credentials at the time of interview.
6. The upper age limit of candidates to apply for the above posts is 45 years as on the cut-off date.
7. The Management reserves the right to cancel the above advertisement in part or full.
8. The Management reserves the right to call only a limited number of candidates for interview.
9. Posting for the positions can be anywhere in India or abroad.
10. KITCO Ltd. will not be responsible for any delay in submission of application within the specified time. The period of appointment to the above posts shall be on a fixed term contract basis as per operational requirements of KITCO.

#### HOW TO APPLY

Candidates meeting the above eligibility criteria may submit their application by email to [career@kitco.in](mailto:career@kitco.in), comprising their detailed CV and scanned copies of credentials in support of fulfilment of the eligibility criteria as mentioned above with the subject of the email as “Application to the post of \_\_\_\_\_”.