

# **RECRUITMENT FOR MANAGER (INSPECTION)**

**Post Code: MGR (INSPECTION) – SEPTEMBER 2022**

**Position: Manager**

**Location: Chennai, Bangalore, Hyderabad, Pune and Ahmedabad**

## **Eligibility:**

1. Age not exceeding 28 years as on 01-09-2022 (relaxation generally up to 40 years of age can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion).
2. Minimum 3 years of experience (for age not exceeding 28 years) in Audit/Accounts/Retail lending in FIs and preferably CA (Inter). Exposure in Housing finance will be preferred. For further age relaxation, commensurate additional experience would be required.
3. Any Graduation (10+2+3 format) from a UGC recognized university in regular class room course. Post-graduation & professional qualification shall be given additional weightage.
4. Fluency in respective regional language (read, write & speak) besides English is must. Working knowledge of Hindi will be an added advantage.
5. Early joining will be preferred.
6. For recruitment in all cadres, candidates external applying having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
7. No requests for transfer would be considered for a period of 3 years.
8. Candidates terminated by any previous employers are not eligible to apply.
9. RHFL Internal candidates are not eligible to apply.

## **Job Description:**

- Conducting periodic inspection of RHFL branches as per Inspection Policy / concurrent Audit (as the case may be)
- Scrutiny of all petty cash vouchers, maintenance of cash transactions, cash deposits with Bank accounts physical verification of closing balance of cash. A note on adequate security is maintained in cash transactions. Whether all cash transaction vouchers are supported by necessary evidences and receiver / payee has signed the cash vouchers. Overnight cash remains under the dual control as defined under company policy.
- Verification of all Bank vouchers and transactions, maintenance of bank balance as per the guidelines / circulars issued by the Corporate Office from time to time. Verifying whether Bank reconciliation has been carried out at regular intervals. Review of Bank Reconciliation Statement and statement of account provided by the Bank. Review of items pending for more than a month in the Bank Reconciliation Statement. Reviewing whether all Banks

payment vouchers are supported by relevant documents. Reviewing whether no idle balances are held in the current account. Reviewing whether there are any stale cheque, which are outstanding for more than six months warranting reversal.

- Preparation of Inspection reports to competent authority.
- Post disbursement review of loans.
- Customer Relationship and Customer Grievance / Complaint Redressal
- Verification of Compliance with KYC / AML Guidelines
- Monitoring of the process of collection of postdated cheques.
- Willingness for extensive travelling to all branches of RHFL will be mandatory.
- Prepare and present reports that clearly reflect the audit results.
- Assist to do a follow-up on audit assignments given to other auditors.
- Conduct risk assessment and also prepare risk registers for the organization or company.
- Ensure that audits are completed and closed within the stipulated timeframe.

### **Key Competencies Required**

- Good communication skill - verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management and Multitasking ability.
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word, MS Office such as Word, Excel, PowerPoint, etc. and Audit Management Software.
- Evaluate Internal controls of the organization or company
- Ability to do proper documentation process good record keeping ability.
- Determine the scope of Internal Audit.
- Possess high level of professionalism, integrity, and truthfulness in all dealings.
- Knowledge of legal and financial systems.
- Possession of sound independent judgement.
- Strong ability to work with people of diverse backgrounds.
- Strive to continuously develop knowledge in the sector regarding rules, regulation, best practices, techniques and performance standards.
- Participate in the meetings with different department in order to update audit findings and improve on the audit process.

### **Pay & Perquisites:**

**Monthly Gross Pay including Meal Card starting from Rs.48000/- per month for Manager + Variable Performance Incentive & Perquisites as per extant policy of the Company. However, experienced candidate would be compensated suitably as per market norms and Management discretion, based on prior experience and performance in the selection process.**

**PROBATION: 1 year** (extendable based on performance)

## Others:

The Cadre fitment (Manager) will be done based on credentials of candidate, performance in selection process and prior experience and the decision of the Company will be final and binding.

## How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent only by post/ courier. Applications sent in any other format/ sent by any other mode will not be considered.

**Applications in a sealed envelope super-scribing the “Application for the post of MANAGER (INSPECTION)/SEPTEMBER 2022” shall be forwarded to the address as given below to reach the addressee on or before 5.00 PM September 23<sup>rd</sup> 2022:**

**The Assistant General Manager (HR)  
Repco Home Finance Limited  
3rd Floor, Alexander Square  
New No. 2/Old No. 34 & 35  
Sardar Patel Road, Guindy  
Chennai- 600 032**

Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

*For eligible candidates of Repco Group of institutions (other than RHFL), NOC from the Competent Authority has to be obtained before applying for the above position.*

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