

RECRUITMENT OF CHARTERED ACCOUNTANT FOR RHFL CORPORATE OFFICE, CHENNAI

POST CODE: CA - CHENNAI - JULY 2022

Position: Manager (Chartered Accountant) for Accounts

Location: Chennai

Eligibility:

1. Age not exceeding 30 years as on 01-08-2022 (relaxation generally up to 40 years of age can be considered for Manager cadre only based on commensurate, relevant prior experience).
2. Qualified Chartered Accountants from Institute of Chartered Accountants of India preceded by 10+2 in regular classroom course.
3. Candidates who have completed CA (Inter) preceded by B Com may also apply and depending on performance in the selection process, if found suitable, can be considered for Assistant Manager.
4. Minimum 2 years of post-qualification experience (for age not exceeding 30 years) in Accounts and related field as per the JD given below. For further age relaxation, commensurate additional experience would be required.
5. Fluency in English besides Tamil is must. Working knowledge of Hindi and any other South Indian Language, (e.g., Kannada, Telugu, Malayalam) will be an added advantage.
6. Should be ready to travel in case of necessity.
7. Candidates 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.
8. Early joining will be preferred.

Job Description:

- Maintaining and overseeing treasury operations.
- Anchoring NHB Audit, Statutory Audit of the Company.
- Ensuring timely submissions of various reports/returns and data to various stakeholders, regulators and auditors.
- Developing and maintaining Accounting policies, processes, procedure, system in line with best practices.
- Support quarter end and year end book closure and publish timely financial statement with appropriate disclosure.
- Responsible for statutory compliance including GST, TDS, Income tax etc.
- Preparing management reports, as and when required.
- Co-coordinating with branches/other departments/ external agencies for accounting /reconciliations.

Key Competencies Required:

- Good communication skill - verbal and written.
- Good analytical ability
- Understanding of financial statements
- Teamwork/ Time Management
- Interpersonal skill, leadership qualities and team management
- Multitasking ability, Planning and organizing skill
- Target orientation
- Proficiency in MS-Word and Excel

Pay & Perquisites:

Monthly Gross Pay including Meal Card starting from Rs.60,000/- per month for Manager Cadre and from Rs.24000/- per month for Assistant Manager Cadre + 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 period: 1 year.

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 (Chartered Accountant) - July 2022”** shall be forwarded to the address as given below to reach the addressee **on or before 5 pm on 12th August 2022.**

**The Chief General Manager (HR)
Recco 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 internal candidates of Repco Group of institutions, NOC from the Competent Authority has to be obtained before applying for the above position.
