

RECRUITMENT OF EXECUTIVE/ASSISTANT MANAGER IN CHENNAI

POST CODE: Clerical Cadre- Chennai - January 2022

Position: Clerical Cadre (Accounts)

Location: Corporate Office, Chennai

1. Eligibility:

EXECUTIVES:

- i. Age not exceeding 25 years as on 01-01-2022 (relaxation generally up to 30 years can be considered based on commensurate, relevant prior experience).
- ii. Preference will be given for experience in HFCs/ Banks/ FIs in Home Loan.

ASSISTANT MANAGER:

- i. Age not exceeding 28 years as on 01-01-2022 (relaxation generally up to 30 years can be considered based on commensurate relevant prior experience)
- ii. Minimum 3 years of relevant prior experience is mandatory.
- iii. Preference will be given for experience in HFCs/ Banks/ FIs in Home Loan.

QUALIFICATIONS AND OTHER CRITERIA:

- i. Graduation (10+2+3) with minimum 50% marks in B.com (Accounting & Finance / Corporate finance) from a UGC recognized University on regular basis. Graduates from Open University & distance education will not be considered. Post Graduate in M.Com (Accounting & Finance / Corporate finance) will be an added advantage. Candidates who are CA (Inter) qualified may also be given preference.
- ii. Fluency in Tamil (to read, write & speak) besides English is must. Working knowledge of Hindi will be an added advantage.
- iii. Eligible internal candidates of Repco Group of institutions (other than RHFL), NOC from the Competent Authority has to be obtained before applying for the above position.
- iv. Early joining will be preferred.
- v. Extensive operation knowledge of Microsoft word/excel and data analytics.
- vi. Candidates (internal-applying for lateral entry / external) 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.
- vii. No request for transfer would be considered for a period of 3 years.
- viii. Candidates terminated by any previous employers are not eligible to apply.

2. Job Description:

- Responsible for monthly, quarterly and yearly closure of books of accounts along with a review of general ledger and chart of accounts
- Taking care of all statutory compliances like GST, TDS, EPF, PT, ESI etc on monthly basis. Preferably, should have knowledge in GST Filing process and in TDS and TCS payment and quarterly filing process.
- Handle the payments to various third-party service providers which is verifying the invoices, preparing payment instructions and getting them executed and recording the payments made in the core system.
- To ensure that accounts are maintained up-to-date and required information on income, expense, debtors, creditors and cash position is available at all times to help efficient management of the operations.
- Responsible for capitalization of assets and computation of depreciation.
- Managing payroll system, timely disbursement of salaries including calculation and deduction of income tax.
- Maintain related reconciliations between bank/business data and accounting systems
- Conduct periodical review of GLs, processes, vouchers to ensure accuracy and completeness
- Maintain various ageing reports of vendors for different periods
- Providing audit support

3. Key Competencies Required:

- Effective communication skill – verbal and written
- Negotiation skill
- Teamwork and time management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word/MS-Excel(advanced)/MS-PowerPoint
- Strong organizational skills to work under timelines
- Must be able to work well with others and meet strict deadlines
- Self-starter with excellent interpersonal communication and problem-solving skills
- Must be detail oriented but also be able to work in a fast-paced environment
- Open to new processes and applications.
- Ability to work flexible hours according to department

4. Pay & Perquisites:

Executive: Monthly Gross Pay including meal card starting from Rs.21,000/-.

Assistant manager: Monthly Gross Pay including meal card starting from Rs.24,000/-.

Higher salary can be considered based on prior experience/performance in the recruitment process at the discretion of the Management.

PROBATION PERIOD: 1 year (extendable based on performance)

5. Others:

The Cadre fitment 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.

A candidate applying for Assistant Manager Position may be offered Executive cadre based on performance in selection process.

6. 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 Clerical cadre (Accounts) – Jan 2022” shall be forwarded to the address as given below to reach the addressee on or before 5.00 PM February 4th 2022:

**The Deputy General Manager (HR)
Repc 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. Company’s decision in this regard shall be final and binding.

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