

- **Job Description:**

The Company works in ERP environment (SAP)

Job Profile of Accounts Officer (Finance & Accounts)

1. Trade Receivable
2. Trade Payable
3. Costing
4. Preparation of Financial Statements and interaction with auditors
5. Treasury Management
6. Taxation – Direct and Indirect
7. Project Management including evaluation of proposals
8. Budget preparation and monitoring
9. Dealing with employee related payments

Job Profile of Accounts Officer (Internal Audit)

1. Companies Act.
2. CARO 2020.
3. Indian Accounting Standards (Ind As)
4. SIA (Standards on Internal Audit)
5. Ensuring that Internal controls are effectively implemented to mitigate risks;
6. Review of systems, procedures and internal controls to ascertain their continued adequacy, effectiveness and efficiency.
7. Ensuring that the policies, objectives, guidelines and procedures laid down by the management from time to time are effectively implemented;
8. Evaluating such policies, objectives, guidelines and procedures in the light of the past experience and present circumstances and recommend changes if any;
9. Reviewing compliance with external guidelines, statutory and regulatory requirements.(GST, Income Tax, Customs, FEMA, SEBI etc)
10. Review of the accuracy and reliability of accounting records and financial reports.
11. Reporting based on evaluations made during audit along with suggested recommendations promptly to appropriate authority so that timely action can be taken.
12. Appraising the adequacy of action taken on audit findings for satisfactory disposition of issues.

- **Name of the Position:** Probationary Accounts Officer

- **Eligibility Criteria:**

Upper age limit as on 01.11.2025

General candidates : Max. 25 years of age (DoB on or after 01.11.2000)

OBC (NCL) candidates : Max. 28 years of age (DoB on or after 01.11.1997)

SC/ST candidates : Max. 30 years of age (DoB on or after 01.11.1995)

Persons with Benchmark Disability (PwBD) candidates with minimum 40% disability will get 10 years age relaxation in addition to the relaxation applicable to SC/ST/OBC (NCL) mentioned above.

CTC (per annum): 12,74,825

- **Job Location:** PAN India
- **Number of Vacancies (tentative):** 9 (UR-6, OBC NCL-2 & SC-1)