

NICDIT KRISHNAPATNAM INDUSTRIAL CITY DEVELOPMENT LIMITED

Position of “Assistant Manager – Finance and Accounts”

Company Profile

NICDIT Krishnapatnam Industrial City Development Limited (NKICDL) has been incorporated under the provisions of the Companies Act, 2013 as a Joint Venture Company between Government of India (GoI) represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Government of Andhra Pradesh (GoAP) represented through Andhra Pradesh Industrial Infrastructure Corporation Limited (APIIC) for the development of Industrial Township, Trunk Infrastructure and Strategic Projects at Andhra Pradesh.

NKICDL has been established to promote and facilitate the development of Krishnapatnam Industrial Node under Chennai Bengaluru Industrial Corridor Project (“CBIC Project”) for undertaking the infrastructure development activities for establishment of Integrated Industrial Township in SPSR Nellore District, Krishnapatnam Node.

NKICDL will work in close collaboration with State Government of Andhra Pradesh for undertaking various project development activities – construction, development, operation and maintenance of industrial township project.

Job Description:

He/she shall report to CFO NKICDL. He/she shall be responsible for maintenance of books of accounts, handling audits and complying with all the statutory requirements relating to Direct and Indirect Taxation, Companies Act 2013 and other relevant statutes.

Key Responsibilities

1. Maintenance of books of accounts and complying with all the statutory requirements relating to TDS, GST, ROC etc. Filing monthly/ Quarterly/ Annual returns etc. on timely basis.
2. Coordinating and handling Statutory, Internal and C & AG audit and others.
3. Ensure internal compliance, monitor the maintenance and improvement of systems and procedures and initiate corrective actions.
4. Undertake cash flow planning and ensure availability of funds as needed.
5. Control Accounts Receivable/Accounts Payable and monitor the same from time to time.
6. Provide necessary approvals and fund disbursements for operating expenditure.
7. Manage and continuously improve Board’s internal control system and audit system.
8. Coordinate with external statutory agencies related to audit and taxation.
9. Develop and manage annual and multi-year budgets that are adequate for the organization’s needs including preparation of periodic budget forecasts.
10. Prepare and maintain cash flow analysis as needed.
11. Analyze monthly financial statements (Balance Sheet, Statement of Profit & Loss, and Statement of Cash flows) and effectively convey analysis to staff as requested.
12. Ensure operational compliance with policies, procedures and regulations for any necessary entities.
13. Process vendor payments and cheque requests.

14. Reconcile bank accounts and general ledger accounts as assigned.
15. Assist in reconciling all Balance Sheet and Statement of Profit & Loss accounts on monthly/quarterly basis as indicated by the monthly closing schedule.
16. Undertake all other activities related to finance and accounts for smooth functioning of the organization and any other works entrusted by the CFO and MD NKICDL.

Minimum Requirements

- i. **Nationality:** Candidate from Indian nationality only.
- ii. **Educational Qualifications:** Member of the Institute of Chartered Accountants of India (ICAI).
- iii. **Professional Experience:** Minimum 2 years of Chartered Accountant post-qualification experience of dealing with Finance Control, Taxation, Accounts and related compliance functions. Candidates having experience of working with Government organizations and working in Infrastructure sector will have an added advantage and will be preferred.
- iv. **Age limit:** Age of the applicant should not be more than 30 years as on 1st April 2022.

Knowledge and Skills:

- i. Must possess strong domain knowledge and understanding of IND AS, Corporate Governance, Direct Taxation and Indirect Taxation.
- ii. Skills in organizing resources and establishing priorities.
- iii. Analytical reasoning and decision-making ability.
- iv. Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- v. Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.

Designation, Reporting & Job Location

The designation shall be "Assistant Manager – Finance and Accounts". Reporting will be to the CFO of NKICDL. The job location will be in Mangalagiri but may require frequent travel.

Salary: As per industry standards.

How to apply: Candidates should submit their latest resumes by mailing to admindept@kriscity.in on or before **5.00 PM of 18th April 2022**. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will short list, interview and recommend the candidate.