

DMIC INTEGRATED INDUSTRIAL TOWNSHIP GREATER NOIDA LIMITED

JOB DESCRIPTION FOR THE POST OF "EXECUTIVE- FINANCE & ACCOUNTS"

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About Organization

DMIC Integrated Industrial Township Greater Noida Limited ("DMIC IITGNL" or "the Company") is a Special Purpose Vehicle (SPV) Company incorporated on 18th March 2014 as a 50:50 joint venture between National Industrial Corridor Development and Implementation Trust (NICDIT) and Greater Noida Industrial Development Authority (GNIDA).

The company was incorporated as for development and operation and maintenance of *Integrated Industrial Township, Multi Modal Logistics Hub* and *Multi Modal Transport Hub* at Greater Noida under prestigious Delhi Mumbai Industrial Corridor which is the first Industrial Corridor Project under the National Industrial Corridor Program of Government of India.

Job Description

- Undertake daily operations of the accounting department;
- Prepare accounting records, financial statements, and other financial reports;
- Undertake month and end year processes, accounts payable/receivable, cash receipts, general ledger, utilities, treasury, capital assets reconciliations, bank reconciliations, check runs, etc;
- Compute taxes and prepare tax returns; GST, TDS, Income Tax & other Statutory Compliances.
- Monitor and analysing accounting data and produce financial reports;
- Enforce proper accounting methods, policies and principles;
- Be a team member for Internal and Statutory audits;
- Undertake such other duties and tasks as may be assigned from time to time by the senior officials.

Minimum Requirements:

Nationality: Indian

Preferable Age: Maximum age should be 28 Years at the time of joining. Person must be in sound mind and health.

Qualification: Should be a Chartered Accountancy (Inter). Candidates with MBA Finance or equivalent as additional qualification will be preferred.

Experience: Minimum 2 years of post-qualification experience.

Knowledge and Skills:

- Knowledge of best accounting practices and standards.
- Must be well versed with Accounting & ERP software like, Talley etc.
- Skills in organizing resources and establishing priorities.
- Ability to contribute to knowledge management systems and procedures.
- Ability to foster collaborative work environment and a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

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Work Location: Position is currently based in Greater Noida but may require travel to other places.

Salary: As per 7th pay scale applicable in the State of Uttar Pradesh on **Level -05**. As per current applicable DA, annual CTC will be Rs. 5.60 lakh per annum (approx.).