

# **NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED**

## Job description for the post of “Senior Executive (Finance & Accounts)”

### **COMPANY PROFILE**

National Industrial Corridor project envisions to create a strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to develop a Global Manufacturing, Investment Destination Hub and Smart Cities with the best in-class infrastructure. The concept of formation of Industrial Corridors has been envisaged on the backbone of major transportation corridors like Eastern & Western Dedicated Freight Corridors and some of the recently announced freight corridors i.e. East West, East Coast and North South, Expressways and National Highways, proximity to ports, airports, etc. The objective is to create greenfield smart industrial cities with sustainable, ‘plug n play’, ICT enabled utilities to facilitate the manufacturing investments into the country by providing quality, reliable, sustainable and resilient infrastructure for the industries.

NICDC Ltd intends to recruit an eligible and competent person for the post of “Senior Executive-Finance & Accounts”.

### **JOB DESCRIPTION**

He/she will report to General Manager (Finance & Accounts). This role will be responsible for day-to-day accounting and finance activities including payroll processing, EPF, ESIC, TDS and other statutory compliances etc. This role will need to ensure month/quarter/year end closing activities and inter-company reconciliations and year-end audit requirements.

### **KEY RESPONSIBILITIES**

- Assisting in preparation of Financial Statements as per applicable Acts, Guidelines, Notifications etc.,
- Processing of Bills of various vendors, consultants, contractors, agencies etc. in accordance with the contract/rules/approvals etc.
- Preparation of detailed computation in respect of payroll, processing of salary and other related issued relating to employees of the company,
- Preparation of monthly and annual GST returns.
- Computation of TDS on various payments as per the provisions of applicable provisions of applicable act,
- Periodical closing of Books of Accounts,
- Timely Deposition of statutory obligations of the company including TDS deposit, GST, advance tax, provident fund etc.,
- Assisting the audit team deputed by the auditor (internal / statutory / C&AG) and providing all related documents as asked by the auditors.
- Assisting in preparation of various replies on the observation(s)/ comment(s) raised by the auditor’s time to time.
- Assisting in preparation of budget proposals and Annual Plan etc.

- Assisting in preparation of various replies to the communication received from various ministries/departments on various matters relating to finance and budgets etc.
- Any other work assigned from time to time.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Candidate from Indian nationality only.
2. **Age:** Candidate should not be more than 30 years as on 13th August, 2024.
3. **Educational Qualification:** Qualified Chartered Accountant/Cost & Management Accountant with knowledge of handling financial matters.
4. **Experience:** Minimum 02 years of post-qualification experience.

### **KNOWLEDGE AND SKILLS**

- Knowledge of best accounting practices and standards with particular reference to the infrastructure sector.
- Must be well versed with ERP software like tally etc.
- Analytical reasoning and decision-making ability.
- 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.

### **DESIGNATION & JOB LOCATION**

The designation shall be “**Senior Executive-Finance & Accounts**” and the job location will be in Delhi/ NCR but may require frequent travel.

**PAY SCALE:** The post is in the IDA Pay Band of Rs.40,000-3%-1,40,000/-.

### **HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company’s website i.e., [www.nicdc.in](http://www.nicdc.in) (Careers> > Current Opening> Apply Online) till **13<sup>th</sup> August, 2024 by 17:00 HRS**. Applications received through any other mode shall be summarily rejected.

**SELECTION PROCESS:** A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

**DISCLAIMER:** This is not a Government job as NICDC is not a Government Company.