



NABARD Consultancy Services (NABCONS), a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development (www.nabcons.com) invites applications for the post of Senior Consultant – Accounts and Company Affairs as Core Contract Staff at its Corporate Office, New Delhi.

Job Description

I. Overall responsibility for the smooth and efficient running of the accounts and finance related functions of the Company.

II. Supervision of functions relating to maintenance of accounts, raising of invoices, settlement of bills, salary payments etc.

III. Responsible for finalization of year-end accounts and, liaising with auditors, finalization and filing of all statutory returns under statutes such as GST, Income Tax; and other corporate compliances

IV. To maintain proper records of Sundry debtors, bank guarantees, Earnest Money Deposits and follow up with clients for timely settlement

V. Ensuring smooth transition and stabilisation of the present accounting system to ERP based system.

VI. Responsible for funds management, efficient deployment of surplus funds, preparation of budgets/ forecasts.

Educational and Other Qualifications

Graduate with minimum 60% or equivalent marks in CGPA from a recognised institution/ university and should possess CA qualification having registration with ICAI.

Or

Graduate in Commerce with minimum 60% or equivalent marks in CGPA from a reputed institution/university and should possess ICWA or Company Secretary (CS) qualification having registration with Institute of Cost Accountants of India and Institute of Company secretaries of India respectively.

Experience

I. At least 5 years of hands on experience in accounting functions after acquiring CA/ICWA/CS.

II. Should be currently holding senior position in accounts department /section of an organisation having minimum turnover of Rs. 15 Cr per annum.

III. Should have hands on experience of minimum 1 year of working on Tally. Proficiency in working on ERP is desirable.

Remuneration Per month (lump sum)

Candidate will be paid consolidated Remuneration of Rs. 1,10,000/- Per month (lump sum)
(Higher remuneration may be considered in case of deserving candidates)

Other facilities

i. Lunch and mobile/ internet allowance totalling to Rs. 3500/- PM will also be paid.

ii. Candidates will also be eligible for PF and Gratuity as per Company's policy.

iii. Health Insurance for self and family including dependent parent's upto premium amount of Rs. 15000/- per year

iv. Candidates are eligible for annual increment on satisfactory performance and completion of one year of service, as per Company's policy.

v. Halting / travelling and conveyance during official visits will be applicable as per Company's policy

Age:

Preferably below 50 years as on 01 October 2017.

Contract Period

Initial contract for one year which may be extended for a further period in block of three years based on periodic performance review, as per extant Company's policy.

How to Apply:

Interested candidates may apply online in the prescribed format by clicking on the following link :

<https://goo.gl/forms/1BzchDFxKzVeXFUm2>

In case the above link does not work, you may also copy and paste the link in your web browser and fill the details therein.

Last date for receipt of applications: - 11 October 2017

General Information:

- Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for the interview. Candidates may kindly note that any cost incurred by them for attending the interview will not be reimbursed by NABCONS.

- The applicant may submit the declaration in the Google form with respect to the educational qualification and experience indicated in the CV. Self-certified copies of their educational qualifications and experience certificates needs to be submitted at the time of the interview.
- Place of posting of the will be at Corporate Office, New Delhi. Candidates however are liable to be posted anywhere in India as per Company requirement from time to time. .
- Merely satisfying the eligibly criteria does not entitle a candidate to be called for the interview. NABCONS reserves the right to call only the requisite number of candidates for the interview depending upon the number of responses, after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Applications received after the due date shall not be entertained and will be rejected.
- Under no circumstances applications by hand or any other mode will be entertained. The application submitted through link provided in this advertisement will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage

Advt Ref. No. NABCONS/ CO-HR/ 025/ CCS/ 2017-18/
CO-HR/2017-18 dated 04 Oct 17