

**RECRUITMENT OF CHARTERED ACCOUNTANT/COST AND
MANAGEMENT ACCOUNTANT FOR RHFL CORPORATE
OFFICE, CHENNAI**

POST CODE: CA/CMA - CHENNAI - March 2023

Grade: Managerial Cadre (BAND II)

Department: Accounts

Location: Chennai

Eligibility:

1. Age not exceeding 28 years as on 01-03-2023 (relaxation generally up to 40 years of age can be considered for Manager cadre only based on commensurate, relevant prior experience).
2. Qualified Chartered Accountants / Cost and Management Accountant with post qualification experience preceded by 10+2 in regular classroom course.
3. CA/CMA freshers and candidates who have completed CA (Inter) preceded by B.Com and having relevant experience may also apply. However in case of selection, cadre/pay will be decided accordingly.
4. Minimum 2 years of post-qualification experience (for age not exceeding 30 years) in Accounts and related field as per the JD given below. For further age relaxation, commensurate additional experience would be required.
5. Candidates having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
6. **Selected candidates will be required to join with in 30 days.**

Job Description:

- Maintaining and overseeing treasury operations.
- Anchoring NHB Audit, Statutory Audit of the Company.
- Ensuring timely submissions of various reports/returns and data to various stakeholders, regulators and auditors.
- Developing and maintaining Accounting policies, processes, procedure, system in line with best practices.
- Support quarter end and year end book closure and publish timely financial statement with appropriate disclosure.
- Responsible for statutory compliance including GST, TDS, Income tax etc.
- Preparing management reports, as and when required.
- Co-coordinating with branches/other departments/ external agencies for accounting /reconciliations.

Key Competencies Required:

- Good communication skill - verbal and written.
- Good analytical ability
- Understanding of financial statements
- Ability to work in a team.
- Multitasking ability, Planning and organizing skill
- Target orientation
- Proficiency in MS-Word and Excel

Pay & Perquisites:

CTC (inclusive of variable portion) starts from Rs.8.40 lakhs per annum. However, experienced candidates would be compensated suitably as per market norms and Management discretion, based on prior experience and performance in the selection process.

Probation period: 1 year.

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent only by post/ courier/ email. Applications sent in any other format/ sent by any other mode will not be considered.

Applications in a sealed envelope super-scribing the "[Application for the post of Managerial Cadre – Accounts - March 2023](#)" shall be forwarded to the address as given below to reach the addressee on or before 5 pm on March 18, 2023:

By Post/ Courier to: The Assistant General Manager (HR) Repco Home Finance Limited 3rd Floor, Alexander Square New No. 2/Old No. 34 & 35 Sardar Patel Road, Guindy Chennai- 600 032.	(or)	By mail to: recruitment@repcohome.com (With scanned Bio Data format and detailed CV)
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Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier / email will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date, venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The

Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc.

No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible internal candidates of Repco Group of companies, NOC from the Competent Authority has to be obtained before applying for the above position.
