



RECRUITMENT NOTIFICATION

No. CMD/KIIFB/12/2022

December 06, 2022

The Centre for Management Development (CMD) invites applications on behalf of the Kerala Infrastructure Investment Fund Board (KIIFB) from eligible and qualified candidates for filling up the post of **Accounts Executive on contract basis for a period of two years – (renewable after the first year based on performance)** in KIIFB. The desirous eligible candidates may apply ONLINE by satisfying themselves with terms and conditions of this recruitment.

Important dates for Online application submission:

Starting date for online application submission: 07/12/2022, 10:00 A.M.

Closing date for online application submission: 21/12/2022, 05:00 P.M.

Sl. No.	Post	Qualification	Experience	Maximum Remuneration
1.	Accounts Executive <i>Vacancy: 01</i> Upper Age Limit - 30years	Should have completed their Level II (IPCC) of Chartered Accountancy.	3-year accounting experience in a reputed firm, out of which at least 1year experience should be in a reputed audit firm.	Consolidated pay of Rs. 30,000/- per month.

Cut-off date for Age criteria and post qualification criteria is 01.11.2022.

Note: For job description please see Annexure.

Instructions for Scanning of Photograph & Signature:

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB in *.JPG format only]
- Candidate shall make his / her signature on a whitepaper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50kB in *.JPG format only]
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be by any other person
- The CV and the copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3 MB size.

General Instructions:

1. **Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.**
2. **Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category / post other than the one in which applied will be entertained.**
3. Educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
4. **The candidate must possess valid Degree/PG Certificate/Provisional Certificate of the necessary qualification at the time of submission of application.**
5. **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process.** All official communication will be sent to the registered e-mail id of the candidate.
6. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the submission.
7. The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
8. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.
9. If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.
10. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

11. Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (***name of organization, designation, period, task and duties***) shall be uploaded. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.
12. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
13. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
14. **While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects.** In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
15. **KIIFB/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.**
16. **Only Post qualification experience of the applicants will be considered.**
17. **Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form.** CMD shall not be responsible if the information/intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
18. **Canvassing in any form will be a disqualification.**

**Sd/
Authorised Signatory**

Annexure

Post	Job description
Accounts Executive	<ul style="list-style-type: none">• Finalization of accounts. Preparation of Profit and Loss account and Balance Sheet of the organization and get it audited from statutory auditors.• Preparation of MIS reports, monthly financial reports, and budget reports.• Preparation of various statements for Tax Audit and filling of audited Income Tax Return.• Monitoring all accounting records as per commercial accounting norms and accounting standards of ICAI and accounting policies adopted by the organization.• Ensuring timely settlement of bills of services and materials suppliers, as per delegation of powers and its proper accounting, timely accounting receipt and debit/credit notes.• Scrutiny, passing of bills of suppliers and statutory compliances and payment within given time frame.• Scrutiny of accounting records with particular reference to settlement of old large outstanding recoveries.• Review of internal control systems including timely and proper working capital assessments.• Ensure compliance with commercial taxes and other laws.• Ensure timely payment of VAT, CST, TDS, GST.• Ensure filing of tax returns as per rules and in time.

- **Developing and implementing an effective cash flow control system, pricing policies and guidelines.**
- **Initiate and guide the preparation of forecasts of company revenue, working capital, expenditure and return on investments.**
- **Monthly and quarterly review of all financial statements and report the same to top management of the company.**

OTHER SKILLS

- **Expert understanding of finance and accounting**
- **Independently handling accounts, finance, taxation, inventories of the company.**
- **Independently heading the team to ensure compliances of all statutory and taxation obligations on timely basis.**
- **Conduct Internal Audit on monthly quarterly basis.**
- **Analytical approach to work & Problem solving skills and initiatives.**
- **Assigning duties to respective staff, supervising, encouraging and continuously reviewing of their work.**
- **Ability to make quick but rational decision.**