



# KERALA INFRASTRUCTURE INVESTMENT FUND BOARD (KIIFB)

*(A Statutory Body under Finance Department, Government of Kerala)*

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## **RECRUITMENT NOTIFICATION**

No. CMD/KIIFB/AE/9/2020

September 14, 2020

Applications are invited On-line through **Centre for Management Development (CMD)** website [www.cmdkerala.net](http://www.cmdkerala.net) from eligible candidates for filling up of the post **Accounts Executive** on **contract basis** in **Kerala Infrastructure Investment Fund Board (KIIFB)**.

The desirous eligible candidates may apply **ONLINE** by satisfying themselves with terms and conditions of this recruitment.

### **Schedule of Events**

- **Start date for submitting online application: 16.09.2020 (10:30 am)**
- **Last Date for submitting online application: 25.09.2020 (5:00 pm)**

### **NOTE:**

#### **Cut-off dates for eligibility:**

The cut-off date for the purpose of eligibility on age criteria shall be the 1st day of the month in which online registration commences i.e.

**01.09.2020**

The cut-off date for Post Qualification experience will be the 1<sup>st</sup> day of the month in which online registration commences i.e. **01.09.2020**

Code	Post	Academic Qualification & Work Experience	Pay / Remuneration	Upper Age Limit
001.	Accounts Executive  <i>Vacancy: 02 Nos</i>	Candidates who have completed their level II (IPCC) of Chartered Accountancy examination with minimum 1-year experience in a reputed firm OR M.Com and Tally ERP 3 year experience in Financial Accounting in a reputed firm/Corporate Companies	Consolidated pay of Rs. 30,000/ month	30 years

## JOB DESCRIPTION

- Finalization of accounts. Preparation of Profit and Loss account and Balance Sheet of the organisation 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 organisation.
- 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 decisions.

**Mode of Appointment: On Contract for a period of 2 years – renewable after the first year based on the performance**

**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 200KB in \*.JPG format only]
- Candidate shall make his/her signature on a white paper, 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 signed by any other person.

**General Instructions**

- 1) The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and enter the particulars completely Online
- 2) CMD is not responsible for any discrepancy in submitting the application through Online.
- 3) Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online.
- 4) Incomplete/incorrect application form will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of Submission. **If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.**
- 5) The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- 6) KIIFB/CMD reserves the right to fill or not fill the post advertised.
- 7) Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for Written test/Group discussion/Interview through the registered e-mail ID.

In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

- 8) **The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.**

**Sd/-  
Authorised Signatory**