



**KERALA INFRASTRUCTURE INVESTMENT FUND BOARD (KIIFB)**  
(A Statutory Body under Finance Department, Government of Kerala)

**RECRUITMENT NOTIFICATION**

No. CMD/KIIFB/06/2021

June 23, 2021

Applications are invited On-line through the website of Centre for Management Development ([www.cmdkerala.net](http://www.cmdkerala.net)) from eligible candidates for filling up the post of **Internal Audit Assistant 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: 23.06.2021 (10:00 am)**
- **Last date for submitting online application: 06.07.2021 (5:00 pm)**

**Organisation** : Kerala Infrastructure Investment Fund Board (KIIFB)  
**Post** : Internal Audit Assistant

**Qualification and Experience** : Should have completed Level II (IPCC) of Chartered Accountancy examination with minimum three years' experience in a reputed audit firm and knowledge in Tally ERP\*

OR

B. Com with MBA in Finance from a reputed institution with knowledge of accounting, finance, management, public administration and computer information system and Tally ERP. Minimum three years' experience in handling Financial Accounting in a reputed firm/ Corporate Companies\*

(Notes\*: Candidates possess above qualification, giving experience in Risk Based Internal Audit/Internal Audit in BFSI segment is preferable)

**Job Description** :

- Analysis of accounts – Profit and Loss accounts and Balance Sheet of the organization and interpretation of each disclosure as per standards
- Analysis of MIS reports, monthly financial reports and budget reports
- Evaluation all accounting records as per commercial accounting norms and accounting standards of ICAI and accounting policies adopted by the organisation
- Study and Review of internal control systems and risk points
- Interpretation of AR of Statutory Audits, Tax Audits- commercial taxes and other laws- VAT, CST, TDS, GST Tax, Income Tax Return, filing of tax returns
- Analysis & Suggesting an effective cash flow control system, pricing policies and guidelines
- Analysis and interpretation of forecasts of company revenue, working capital, expenditure and return on investments
- Independent scrutiny and evaluation of monthly and quarterly review of all financial statements
- Planning & Execution of Risk Based Internal Audit /Internal Audit as in BFSI segment

### Other skills

- Leading – Internal Audit team, process study and conclusion of audit.
  - 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
- Remuneration** : Consolidated pay of Rs. 30,000/- per month
- Age limit** : Maximum age of **30 years** as on **01.06.2021**

### **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 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 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.

**Sd/-**

**Authorised Signatory**