

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED
IFCI Tower, 61 Nehru Place, New Delhi – 110019
Tel: +91-11-41732000, Fax: +91-11-26487059
Website: www.iidlindia.com
CIN: U45400DL2007GOI169232

Applications are invited for the post of ‘Finance Manager’ for our hospitality unit (Fraser Suites New Delhi) on contract basis.

S. No.	Post	Number of post	Eligibility	Age	Experience	CTC (per Annum)	Location	Category
1	Finance Manager	1	Qualified Chartered Accountant	Maximum Age- 40 years	Minimum 05 years of post qualification work experience	Up to Rs.75000/- Per Month	New Delhi	UR

Job Responsibilities:

- a. Responsible for accurate and timely presentation and reporting of financial information.
- b. Preparation & interpretation of budgets & MIS including variance analysis as per the guidelines laid down by the company and operators.
- c. Compliance with financial regulations and standards wherever applicable.
- d. Establish manage & control the finance & accounts activities and ensuring overall financial discipline in the property.
- e. Formulating strong policies, procedures & internal control.
- f. Manage tax, regulatory & compliance function.
- g. Ensuring timely statutory payments and accurate filing of all returns applicable under relevant acts including GST.
- h. Ensuring smooth and timely audit like internal, statutory, CAG, cost, Concurrent etc.
- i. Conduct monthly Finance Review Meetings to monitor on a timely basis achievement of action plans, identify and highlight deviations, document corrective action and report performance of the same.
- j. To ensure Balance Sheet preparation under IND-AS and GAAP.
- k. Flagging risks to the finances – operational, market etc. and developing strategies to counter / mitigate the same.
- l. Providing information to Owners and Operators to assist in forecasting and budgeting.
- m. Supervising other support functions like purchase, stores, IT, Administration and Operations.
- n. Scan the environment and work towards keeping the organization ready in advance to face the new challenges in the area of financial, accounting, taxation or disclosure requirements being brought by ICAI, Govt. or regulatory bodies for protecting stake- holders interest.
- o. Policy work relating to Budget, including consolidation of budget for the company as a whole, notes to Company / Top Management, sanction of additional budget, review, amendment of Expenditure Rules, and variance analysis (Budget v/s Actuals)
- p. Framing guidelines for award of contracts for activities such as floatation of tenders for various services in procurement.
- q. Any other work assigned by the competent authority.

Experience required:

- a) Should have worked in responsible positions in public/private Sector company preferably in Hospitality industry.
- b) Knowledge of Direct, Indirect tax and other statutory compliances.
- c) Should have knowledge of IND-AS and GST provisions.
- d) Result oriented, strategic thinker and planner.

Notes:

1. CTC will be determined based on the experience, qualifications etc. of the successful/selected candidates.
2. Also, candidates are required to bring all original certificates (class 10th onwards) with self attested photocopies on the date of interview.
3. The selected candidates will be governed by the terms and conditions of Frasers Hospitality.
4. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.

Nature of appointment:

Candidate will be appointed on contract appointment on cost to company basis for a period of 2 years and further extendable based on the performance and requirement of Company.

Appointment of any candidate on contract basis will not confer any right of absorption in the regular employment of the company at any point of time.

The appointee may be transferred anywhere at any project of IIDL. However, present place of posting will be in Delhi.

Selection Procedure:

Selection will be through interview only. A preliminary screening of the applications will be carried out to short-list eligible candidates to be called for the interview. Merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

Age:

The maximum age is up to 40 years. Relaxation will be considered in case of SC, ST & PWD Candidates is 5 years and in case of OBC (NCL) is 3 Years. All Computations of age shall be done considering September 30, 2020 as the cut-off date.

How to apply:

The eligible candidate can submit their resume at careers@iidlindia.com.

The candidates applying for the post must send their resume by post to “**Manager- Human Resource, IFCI Infrastructure Development Ltd., 6th Floor, IFCI Tower, 61 Nehru Place, New Delhi-110019**” latest by October 15, 2020.

The cover containing the resume should be super scribed with the name of the post applied for i.e. ‘**APPLICATION FOR THE POST OF FINANCE MANAGER**’.

The following documents should be submitted along with the application:

- a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).
- b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
- c. Appropriate document(s) in support of desirable experience.
- d. Caste certificate, if exemption of fee and for concession / relaxation of age has been claimed.

General rules/ instructions:

Candidates **should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Company, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Company's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. The company reserves the right to cancel this advertisement and selection procedure without assigning any reason thereof.

The selected candidates will not be given any accommodation and transport facility at the place of their posting.

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

Please note that Corrigendum, if any, issued on the above advertisement, will be published only on company's website www.iidlindia.com.