

LIC HFL CARE HOMES LTD.

Corporate Office, Mumbai

RECRUITMENT OF CHARTERED ACCOUNTANT

LIC HFL Care Homes Ltd., a subsidiary of LIC Housing Finance Ltd., requires a Chartered Accountant as per the below eligibility criteria. The candidate shall be absorbed as Assistant Manager or Deputy Manager.

Position Offered: Assistant Manager or Deputy Manager

Eligibility Criteria:

Age : 25 to 35 years as on 01.06.2019

Educational Qualification: Member of ICAI with valid membership number and 50% in CA – Final.

Work Experience:

- i. Assistant Manager / Deputy Manager – For Deputy Manager, minimum 3 years of relevant experience will be required.

Number of Positions: 1

Location: LIC HFL Care Homes Ltd., Corporate Office, Mumbai

Pay Scale : Assistant Manager: 32815 – 1685(14)-56405-1755(3)-61670

Deputy Manager : 44610-1685(7)-56405-1755(6)-66935

(Salary components includes Basic Pay, DA, HRA, CCA, Transportation Allowance, Lunch Allowance, Provident Fund, Mediclaim and other benefits as applicable in the cadre as per Company Policy)

Job Responsibilities in brief:

- Preparation of financial statements periodically as required by the Company as per prevailing Accounting Standards.
- Prepare, examine, analyse and maintain accounting entries on Tally
- Reconciling general bank accounts by gathering and balancing information.
- Providing financial and operational status information of the Company by preparing Internal Audit Report or any other report as advised. Conducting Internal Audit of the Company.
- Compiling various reports and statements and providing data for statements and forms to be submitted to internal and external authorities.



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- Handling all type of tax related matters including Filing of GST and handling GST queries.
- Ensuring compliances relating to taxation, accounting and regulatory work.
- Prepare financial budgets and review the same periodically.
- Assisting in investment related matters and assist in taking proper decisions to get maximum returns.
- Oversee the working of projects of the Company at various locations.

Interested candidates should submit the resume on our website www.lichflcarehomes.com (Careers: Submit Resume) along with duly filled application form.

Note: The applicants who have not filled the form or the form is incomplete will not be considered for the selection process.

Applications received online on our website on or before 15th July 2019 will only be considered.

All sort of communication/intimation will be sent to the email id and mobile number registered in the online application form. Company will not take responsibility for the late receipt/ non-receipt of any communication emailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise. Candidates are hence advised to regularly visit LIC HFL website (www.lichflcarehomes.com) for details, updates and any information which may be posted for further guidance as well as to check their registered email account from time to time during the selection process.

The selection will depend on suitability of the candidates and decision of the Company will be final.

Date: 05.07.2019


Secretary