

ASSISTANT MANAGER / DEPUTY MANAGER (FINANCE & ACCOUNTS)

Reference Code : HLL/HR/085/2025

Job Title : ASSISTANT MANAGER / DEPUTY MANAGER (FINANCE & ACCOUNTS)

Start Date : 28.10.2025

End Date : 12.11.2025

Company

HLL Lifecare Limited (HLL), India's leading manufacturers and marketers of contraceptive, Health Care and Pharma products is a Mini Ratna Central Public Sector Enterprise under the Ministry of Health and Family Welfare. HLL is a global leader in the area of contraceptives, hospital products and healthcare services. With 8 manufacturing units, 3 subsidiary / joint venture companies, 21 regional offices. HLL exports products to over 85 countries. Besides this, HLL is engaged in providing healthcare and diagnostic services, consultancy and contract services for healthcare infrastructure projects and consultancy services for procurement of medical equipment and devices in healthcare sector. Thus, HLL is positioned as a total healthcare solution provider catering to the well-being of society at large.

Department: Manufacturing Unit, Kanagala, Belguam, Karnataka

Tasks :

Key Responsibilities:

1. Financial Reporting & Accounting

- Prepare and finalize monthly, quarterly, and annual financial statements as per IND-AS / Companies Act.
- Ensure accurate accounting of income, expenses, accruals, and provisions.
- Review trial balance, ledger scrutiny, and GL reconciliations.

2. Budgeting & Forecasting

- Assist in the preparation of annual budgets and rolling forecasts.
- Monitor budget utilization and variance analysis.
- Provide financial insights for cost control and decision-making.

3. Costing & Inventory Accounting

- Perform standard and actual cost analysis for products and processes.
- Maintain costing records in line with cost accounting standards (CAS).

4. Compliance & Taxation

- Ensure timely filing of GST, TDS, and other statutory returns.
- Coordinate for direct and indirect tax assessments and audits.
- Comply with statutory requirements under Companies Act, Income Tax, and GST.

5. Audit & Internal Controls

- Liaise with statutory, internal, and tax auditors for timely completion of audits.
- Ensure implementation of internal control systems and SOX/compliance checks.
- Review and implement audit recommendations.

6. MIS & Decision Support

- Prepare and present management reports, cost-benefit analyses, and profitability statements.
- Provide data and insights for financial planning, capital investments, and pricing decisions.

7. Team Coordination & ERP

- Supervise junior accountants and ensure adherence to reporting timelines.
- Operate SAP platforms.
- Ensure timely closing of books and system updates.
- Maintenance of leased plants accounts

Key Skills and Competencies:

- Strong knowledge of **financial accounting, costing, and taxation**.
- Hands-on experience in **ERP / SAP / Tally**.
- Familiarity with **PSU financial systems** and government audit processes.
- Analytical mind-set with attention to detail and accuracy.
- Good communication and coordination skills across departments.
- Proven ability to manage multiple units (plants/depots) simultaneously.

Requirements

Maximum Age: For Deputy Manager, 40 years as on 01.10.2025
For Assistant Manager, 37 years as on 01.10.2025

Basic pay range (For Fixed Term Contract engagement): Rs. 25000 – 45000/- (For Deputy Manager) / Rs. 20000 – 40000/- (For Assistant Manager)

Qualification:

Essential: CA / CMA / MBA (Finance) - Regular

Post Qualification Experience:

Essential: For Deputy Manager Minimum 2 years experience in Finance & Accounts within manufacturing or FMCG industry. Experience in sanitary napkin / healthcare product sector will be an added advantage.

For Assistant Manager Minimum 1 year of experience in Finance & Accounts within manufacturing or FMCG industry. Experience in sanitary napkin / healthcare product sector will be an added advantage

No. of Positions : 01

Posting Location : Kanagala, Belguam

Contract Type : Executive – Fixed Term Contract

Instructions for Filling the Job Application Form:

1. Download the attached Word document containing the prescribed job application format.
2. Type all required information directly into the form and insert your recent photograph in the field given. **Handwritten applications will not be accepted.**
3. After completing the application form, **copy the filled-in application content into the body of the email** and **attach the completed form in PDF format** to the email
4. Save the completed form in **PDF format** using the following filename format: Application Your Name PositionAppliedFor.pdf (Example: Application Anita Sharma DeputyManager.pdf)
5. Email the duly filled and digitally signed application form in PDF format along with the following documents:
 - Curriculum Vitae (CV)
 - Community Certificate (if applicable)
 - Copies of all Educational and Experience Certificates
 - Latest Salary Slipto [recruiter@lifecarehll.com] **on or before the deadline.**
6. Candidates submitting their applications via email must **mention the name of the post applied for in the subject line** of the email.

General Conditions:

1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in the advertisement.
2. Applications not in the prescribed format **will not be considered** for selection process and no further communication will be sent separately.
3. Application Format can be downloaded from the website.
4. Job title and Reference code should be clearly mentioned in the Application form
5. All information submitted in the application will be verified with original documents at the time of the interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
6. Only Indian Nationals are eligible to apply.
7. SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
8. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
9. OBC candidates are required to submit Other Backward Class Certificate ('Non-Creamy Layer') (Certificate should be in the format as applicable for appointment to posts under Government of India).
10. The crucial date for determining the age limit shall be same as the cut of date for calculating Qualification & Post Qualification Experience of the candidates.

11. HLL reserves the right to cancel, restrict, or modify the selection process, or to not fill any or all of the posts notified, at its discretion. The number of vacancies may also be increased or decreased based on organizational requirements.
12. Candidates working in Government, Semi-Government Organizations, Public Sector Undertakings, or Autonomous Bodies must provide a No Objection Certificate (NOC) at the time of the interview.
13. The decision of Management regarding selection will be final.
14. Canvassing in any form will be a disqualification