

ACCOUNTS OFFICER

Reference Code : HLL/HR/031/2023

Job Title : ACCOUNTS OFFICER

Start Date : 08.11.2023

End Date : 22.11.2023

Company

HLL Lifecare Limited (HLL) is a Govt. of India Healthcare products manufacturing and services Company based in Thiruvananthapuram, Kerala, India under the Union 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, 4 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 the society at large.

Department

Finance Department

Tasks

- Day to day accounting
- Preparation of cheques
- Statutory work
- Bank reconciliation, GST filing, TDS etc
- Passing journal entries in SAP i.e., Accounts receivables and payables, Receipts and payments, Rectification entries.
- Co-ordinate Reconciliation of accounts.
- Communication internally and externally i.e., Bankers, Insurers, Vendors & Others.
- Assists in preparation of various Management Reports
- Assists Compliance of Statutory Payments and Returns Filing
- Co-ordinate and Assist in processing of Vendor Invoices
- Work allotted by Department in charge, on need basis.

Requirements

Maximum Age: 37 years as on 01.11.2023

Basic pay range (For Fixed Term Contract engagement): Rs.12,000 to Rs.29,500 per month

Gross Salary: Rs.22,296.00/- (in the minimum of the range)

Qualification & Post Qualification Experience:

Essential:

1. B.Com
2. CA Inter/ ICWA Inter or M.Com / Post Graduation in Commerce or Finance with minimum 4 years' of experience respectively in the relevant areas or functions in the Finance / Accounts department of a reputed establishment.

Desirable: Exposure in SAP FICO module.

No. of Positions	: 1
Posting Location	: Anywhere in Kerala
Contract Type	: Non-Executive on Contract
Employment Fraction	: Full-time

General Conditions:

- Applications not in the prescribed format **will not be considered** for selection process and no further communication will be sent separately.
- Application Format can be downloaded from the website.
- Job title and Reference code should be clearly mentioned in the Application form
- SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
- 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.
- Canvassing in any form will be a disqualification.

For applying for the post, candidates can send the following details to recruiter@lifecarehl.com

***** (Application in the prescribed format, CV, Copies of All Education & Experience certificates, Salary Slip etc.)***