

KHFM Hospitality and Facility Management Services Pvt. Ltd.
Address: 01, "NIRMA PLAZA", Makhwana Road,
Marol Naka, Andheri (East), Mumbai - 400 059

KHFM /Advt./ July/ 2017

Date: July 12, 2017

RECRUITMENT NOTICE

Applications are invited for the post of '**Executive - Finance**' (1 position) on the roll of KHFM Hospitality and Facility Management Services Pvt. Ltd. purely on contract basis and to be located at our site: The Tata Institute of Social Sciences, Mumbai.

Applications are invited from highly motivated, hard-working, multi-tasking, pro-active, creative and competent professional for the position of '**Executive - Finance**' in the International Relations Office (IRO) at the Tata Institute of Social Sciences from those who fulfill the educational qualifications and work experience as given below:

Eligibility:

Candidates should have passed M.Com Degree with at-least 55% marks and with min. 03 years of work experience in the relevant field. In addition they should have passed MS-CIT & Tally from a Government recognized Institution. Candidates having qualification like CA or ICWAI Inter will be given preference.

Similarly, apart from the finance and accounting background, candidates need to possess good written and oral communication & comprehension skills in English language and advanced computer skills in Word, Excel, Power-point and ERP.

The primary responsibility of the Finance Officer (IRO) is as follows :

- 1) Management of Overall Finance and Accounting Activities
- 2) Preparing accounts related database for IRO and handle day to day accounting activities
- 3) Prepare Income and Expenditure Statements and Reports for IRO
- 4) Development of new templates/ formats/ trackers and support documents that helps IRO's work
- 5) Maintain all Accounting voucher entry, Releasing payments for respective parties, Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers etc
- 6) Maintain data records in Tally/ Excel/ Word as per IRO/ Funding requirements
- 7) Handle Internal administrative payments and receipts
- 8) Prepare Debit note, credit note, invoices and be responsible for transactions of payments
- 9) Process Financial Assistance or Advance for Students/ Staff and Faculty
- 10) Suggest and implement process improvement - Accounting procedures with long term sustainability
- 11) Keeping all the information - updated and in proper formats and systematic filing of Office Copy/ documents
- 12) Maintaining the records of In-ward and Outward entry of finance related documents
- 13) Preparing Financial Reports (Quarterly, Half-yearly, Annual reports, any other)
- 14) Prepare matrix for the inflow & outflow of cash/ funds/ accommodation rent etc.
- 15) To work with International partners to address the queries related to finance to process settlement
- 16) To keep track of payment and expenditures against Scholarships/ Fellowships like ICCR/ Fulbright-Nehru Scholarship/ Endeavour/ Erasmus Mundus etc.
- 17) Prepare tracker for Salaries of IRO Staff and projection for the coming years.
- 18) Process the request of Fixed Deposits/ any investments of IRO. Plan investment of IRO funds
- 19) Work on preparing policy for payment, remuneration and incentives for IRO
- 20) Working extra hours to meet deadlines (if required) and Any other task may also be allocated – as and when required.

The total consolidated remuneration will be about Rs. 35, 000/- per month. The selected candidate shall be entitled to Leave, P.F. and medical benefits as permissible under the Institute's rules.

Age: not exceeding 35 years as on the last date of receipt of application. Age will be relaxed in case of exceptional candidates.

The filled in application should have the following documents:

- 1) Covering Letter to Vice President (Operations), KHFM (with the details of the position applied for)
- 2) Latest CV
- 3) Passport Photo - 02
- 4) SOP – Stating your interest to work with the International Relations Office (specifying the position)
- 5) Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
- 6) Testimonials and Work Experience Letters (Mandatory)
- 7) Recommendation Letters (Min. 02)

The shortlisted candidates will be called to appear for a Written Test and a Personal interview at Mumbai . Selected candidate will have to join immediately upon appointment (preferably within 10 days of selection).

Please note, candidates who were short-listed for the interview process for the same position in the last 6 months, need not apply. Applicants who do not fulfil the basic eligibility criteria will not be short-listed. Preference will be given to local candidates (from Mumbai) with the relevant educational and work experience.

Other Conditions:

Selected candidates will be on probation for first three months.

(a) KHFM Hospitality and Facility Management Services Pvt. Ltd. reserves the right to not to fill up the vacancy advertised; (b) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for written test and interview; (c) no queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post; (d) relaxation in qualification, experience and age will be prerogative of KHFM Hospitality and Facility Management Services Pvt. Ltd.; (e) no TA/DA is payable for appearing in the written/skill test and interview.

The eligible and interested persons may apply in the prescribed format available in the website www.khfm.in by July 19, 2017 (by 6.00 pm). The softcopies of the above documents have to be submitted to iro.tiss@gmail.com and the hardcopies can be couriered to Mr. Jerome, Operations Manger, KHFM at site: Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai-400 088. Contact: 022 2552 5920 for further assistance.

Vice President (Operations)
KHFM, India