

## **ACCOUNTS OFFICER**

**Reference Code** : HLL/HR/009/2023

**Job Title** : ACCOUNTS OFFICER

**Start Date** : 26.07.2023

**End Date** : 09.08.2023

### **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**

HLL Lifecare Limited units / Service Divisions

### **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-ordiante 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-ordiante and Assist in processing of Vendor Invoices
- Work allotted by Department in charge, on need basis.

### **Requirements**

**Maximum Age:** 37 years as on 01.07.2023

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

**Gross Salary:** Rs.21,744.00/- (in the minimum of the range)

**Qualification & Post Qualification Experience:**

Essential : CA Inter/ ICWA Inter/ M.Com – Full Time from a recognized institute 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 – 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.
- Canvassing in any form will be a disqualification.

***For applying for the post, candidates can send the following details to [recruiter@lifecarehl.com](mailto:recruiter@lifecarehl.com)***

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