

ACCOUNTS OFFICER / JUNIOR ACCOUNTS OFFICER

Reference Code : HLL/HR/053/2022

Job Title : ACCOUNTS OFFICER / JUNIOR ACCOUNTS OFFICER

Start Date : 07.12.2022

End Date : 21.12.2022

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, Trivandrum

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.
- Coordinate 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 01.11.2022

Basic pay range (For Fixed Term Contract engagement): Rs.12,000 to Rs. 29,500 per month (Accounts Officer) / Rs.11,000 to Rs.22,000per month (Junior Accounts Officer)

(The basic pay will be fixed within the pay range depending on the qualification, experience and the current pay drawn by the candidate. However, in addition to Basic Pay, DA, HRA and Perks will be applicable in fixing the final salary).

Qualification:

Essential : 1) BCom
2) CA Inter/ ICWA Inter/ M.Com – Full Time

Post Qualification Experience

Essential : Minimum 1 year experience for Jr. Accounts Officer and 3 years' experience for Accounts officer in the relevant areas or functions with exposure in SAP FICO module in the Finance / Accounts department of a reputed establishment.

No. of Positions : Two (2)

Posting Location : Thiruvananthapuram

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@lifecarehll.com

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