

## **MANAGER / DEPUTY MANAGER (FINANCE)**

**Reference Code** : HLL/HR/034/2023

**Job Title** : MANAGER /DEPUTYMANAGER (FINANCE)

**Start Date** : 22.11.2023

**End Date** : 06.12.2023

### **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 the society at large.

### **Department**

Finance Department

### **Tasks**

The job profile for the position is as under:

- Knowledge of relevant statutory provisions of company law, direct and indirect tax, contract management, costing, & budgeting.
- Create efficient and effective methods for tracking financial data
- Coordinate and execute financial transactions and activities, such as bill payment, invoicing, payroll, etc.
- Providing information and data required for various Audit.
- Create organized records and files to assist in tax preparation of income tax / GST
- Analyse financial information for trends and errors and circulate MIS to higher management
- Prepare regular financial reports and assist in the presentation of reports.
- Create and adhere to budgets for specific departments, projects, and business needs
- Month close / Annual close of accounts in respective areas
- Accounts finalization ; -Monthly profitability reporting
- Budgets & budgetary controls , Treasury (Cashflow, CC account operations ,bank reconciliation, funds planning etc)
- Taxation (Direct /Indirect Tax ,TDS compliance etc; MIS
- Internal /External Audits - Financial evaluation and concurrence of all the divisions proposals.
- Tours & Travel bills processing of all the business divisions.
- Administrative expenses accounting of divisions
- Fixed Assets accounting; Accounting of purchase / Contract expense: Projects accounting etc.

## Competencies

- Knowledge of relevant statutory provisions of company law, direct and indirect tax, contract management, costing, & budgeting.
- Excellent interpersonal / time Management Skills
- Capability to handle and complete demanding tasks without errors or omissions
- Good analytical & problem solving skills
- Ability to evaluate financial, strategic & operational risks
- Excellent communication skills with a passion to learn
- Proactive in nature with an ability to work with different teams.

## Requirements

**Maximum Age** : 40 years as on 01.11.2023

**Scale of Pay** (For Regular appointment): Rs.50,000 – 1,60,000/- (For Manager E3) / Rs.40,000 – 1,40,000/- (For Deputy Manager E2).

**Annual CTC:** Rs.14.45 Lakhs (Non-Metro) Manager (E3) / Rs.11.62 Lakhs (Non-Metro) Deputy Manager (E2) (approx.) at the minimum of the scale.

**Qualification Essential:** CA or CMA

**Post Qualification Experience Essential:** Minimum 1/3 years (For DM/Mgr) post qualification experience in the Finance & Accounts Department of a reputed establishment.

The candidate should have excellent practical knowledge in Microsoft Excel, Power Point etc. Experience in SAP FICO Module will be an added advantage.

**No. of Positions** : 4

**Posting Location** : Chennai / Belgaum / Anywhere in India

**Contract Type** : Executive – Permanent

**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](mailto:recruiter@lifecarehl.com)**

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