

Eligibility Criteria/Job Profile for the post of Deputy General Manager/General Manager (Finance) as on March, 2025

	POST	Deputy General Manager/General Manager(Finance)
I	NO.OF POSTS & LOCATION	ONE(1)at Kolkata
II	AGE As on 30.04.2025	Below 62 years.
III	QUALIFICATION	Essential Qualification: He/ She should be a Qualified Chartered Accountant/Cost Accountant/MBA Finance/Post Graduate in Finance
IV	WORK EXPERIENCE	Mandatory experience: Fifteen years in Overseeing Financial Operation, preferably Accounting and Taxation matters, in Corporate / PSUs / FIs /Financial Services Organizations, of which Five years should be at Senior Management Level).
V	JOB PROFILE	Responsible for timely preparation and submission of financial statements including profitability statements and Annual Report for the Company. Overseeing the Statutory Auditing Process which includes appointment of Auditors, Communication of Guidelines & conduct of Audit. Monitoring critical Financial Parameters. Communicate both Company's expected and actual financial performance. Ensuring Regulatory and Statutory filings and compliances of Direct and Indirect Taxes (GST), various regulators viz RBI, SEBI, MoFetc. Compilation of financial statements in accordance with Indian Accounting Standards (Ind-AS). Overseeing development and maintenance of MIS Report System to ensure accurate and updated reporting. Any other work entrusted by the Company from time to time.
VI	SALARY	Rs 80000/ per month(Consolidated) The compensation and terms & conditions will be negotiated/ Finalized depending upon the suitability of the candidate.
VII	SELECTION PROCESS	The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.
VIII	LEAVE	The candidate will be entitled to 01 (One) day paid leave for every completed month of service rendered, which may be availed of with prior approval from his/her Reporting Authority. Intimation of absenteeism due to sickness/other emergencies should be given to Reporting Authority forthwith in writing together with the Certificate of Illness from a registered Medical Practitioner(in case of prolonged leave), in addition to verbal intimation over phone. Unavailed leave at the end of the year may be encashed.
IX	TERMS OF CONTRACT	The Officer would Head the Company's Finance Function for a fixed contractual term of one year . The Company will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving Sixty (60) days notice or on payment of two (02) Months' Salary in lieu of such Notice. Similarly, if you leave the service of the Company, you are either to serve a notice period of Sixty (60) days or, pay an amount equal to your Sixty (60) days remuneration in lieu of the notice period to NJMC Ltd.