



NABKISAN FINANCE LIMITED

A Subsidiary of NABARD

(Formerly Agri Development Finance (Tamilnadu) Limited)

Recruitment of Chartered Accountant

NABKISAN Finance Limited, a subsidiary of NABARD and a leading Non-Banking Finance Company with more than Rs.600 crore of balance sheet size is focussed on agriculture and rural development both under Direct lending and bulk lending models. Clients are mainly Producer organisations, NBFCs, NBFC-MFIs, Non-governmental organisations, Trusts, companies, etc.

Applications for the post of **Chartered Accountant** on contract basis is invited, as per details given below:

A. JOB PROFILE

The primary duties and responsibilities of the Chartered Accountant shall be as follows:

- i. Overall responsibility for the smooth and efficient management of accounts, finance and company affairs.
- ii. Coordination and compliances of all regulators/ inspections (RBI & NABARD) and audits (CAG, Statutory Audit, Internal Audit, Tax Audit, etc).
- iii. Regular documentation of various sanctions.
- iv. Facilitating Ind AS implementation
- v. Assisting implementation and stabilisation of accounting software
- vi. Negotiation with the prospective investors in the process of capital raising
- vii. Preparation of complete and accurate year-end accounts and supporting schedules, preparation of information required for statutory reporting.
- viii. Preparation and filing of all statutory returns such as GST, TDS etc.
- ix. Responsible for funds management including the review and submission of accurate funds flow forecasts.
- x. Assisting in preparation of Board Memorandums.
- xi. Appraisal of loan proposals

Corporate Office

C/o NABARD Head Office, Ground Floor, 'D Wing', Bandra Kurla complex, Bandra (East), Mumbai – 400 051.
(P) 022-26539643/9415/9620; Telefax:022-26539643; Email:corporate@nabkisan.org; CIN:U65191TN1997PLCo37525

Registered.Office

Ground Floor, NABARD Building, No.48, Mahatma Gandhi Road, Nungambakkam, Chennai 600034.
(P):044-28270138; Telefax:044-42138700; Email:finance@nabkisan.org; Website:www.nabkisan.org

- xii. Building internal systems and controls
- xiii. Assist in loan recoveries
- xiv. Rendering professional advice depending upon the requirement and additional items of work, if any, assigned by NABKISAN from time to time

B. ELIGIBILITY CRITERIA

a. Educational Qualifications:

- i. Bachelor of Commerce with minimum 60% or equivalent marks in CGPA from any reputed institution and
- ii. Should possess CA qualification having registration with ICAI.

b. Experience:

- i. Minimum of 3 years of experience in a reputed and relevant NBFC
- ii. Candidates with proficiency in Information Technology with experience of systems implementation viz. ERP, Accounting software will be preferred

c. Age

- i. Candidate should have a minimum age of 25 years and maximum of 40 years at the time of submission of application.

C. OTHER CRITERIA

- i. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning
- ii. Proficiency in reading, writing and speaking English, Hindi and Tamil

D. PLACE OF POSTING

- i. The place of posting for the present will be Chennai.
- ii. However, depending on administrative requirement of NABKISAN, candidate may be placed anywhere in the country in future.

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E. REMUNERATION

- i. Candidate will be paid consolidated remuneration of Rs.75,000/- per month all inclusive. The amount will be inclusive of all statutory deductions that NABKISAN may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions. Further, incentive up to a maximum of four months' consolidated remuneration may be considered for payment solely at the discretion of NABKISAN based on the performance of the candidate.
- ii. Higher remuneration may be paid to the deserving candidates, in line with the industry standards and with the approval of the Chairman of the Company.

F. OTHER FACILITIES

- i. Other perquisites like lunch and mobile allowances will be offered on the lines available to other staff of NABKISAN.
- ii. A total yearly leave of 15 days (a day accruing for every completed month of service which will expire at the end of the year, with a provision of additional three days adding to the total balance of leaves at the beginning of a calendar year) will be available.

G. CONTRACT PERIOD

- i. The Chartered Accountant, will be appointed on contract basis initially for a period of two years which may be extended based on the performance.
- ii. NABKISAN reserves the right to terminate the contract by giving one month notice within the contract period.

H. HOW TO APPLY

- i. Interested candidates may send their CVs (as per the format attached) with supporting documents to careers@nabkisan.org
- ii. Last date for receipt of applications: **14 January 2019**

J. GENERAL INFORMATION

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- i. Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for the interview and cost will have to be borne by the candidate only.
- ii. Self-attested copies of educational qualifications and experience certificates to be submitted compulsorily at the time of the interview. Original documents would be required for verification.
- iii. NABKISAN reserves the right to call only the requisite number of candidates for the interview after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Mere satisfying the eligibly criteria does not entitle a candidate to be called for the interview.
- iv. Applications received after the due date shall not be entertained and will be summarily rejected.
- v. NABKISAN reserves the right to cancel the recruitment for the captioned posts without assigning any reason thereof.

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