

Addendum to the Advertisement

1. The revised criteria for Maximum age Limit is as under:

S. No.	Position	Maximum age Limit (As on 01.01.2023)
1	Vice President	56
2	Assistant Vice President	50
3	Senior Manager	50
4	Manager	40
5	Deputy Manager	40
6	Assistant Manager	40

2. Interested candidates may send their resume as per format enclosed along with a cover letter to ravinder.nhlml@nhai.org latest by 13.01.2023 till 05.00 P.M.
3. Revised Advertisement for the position of **Deputy Manager - Strategy, Finance and Accounts** and of **Assistant Manager - Finance and Accounts** is attached.

Deputy Manager - Strategy, Finance and Accounts:

Roles and responsibilities:

- (i) Involvement in the development of the strategic plan for NHLML and the detailed current year operating plan whilst adhering to direction set by the CEO and Chairman, NHLML. This includes formalizing and leading the strategic planning process, identifying key focus areas for project development and investment and developing a project prioritization framework.
- (ii) Good knowledge of accounting with Practical experience of implementation/preparation of Ind-AS Accounting standards financials
- (iii) Experience in handling consolidation of accounts of Subsidiaries, Joint ventures, Associates with holding company
- (iv) Good knowledge of Direct & Indirect taxation including handling the Tax assessments
- (v) Doing the monthly closing of books of all NHLML & port SPVs
- (vi) Knowledge of budgeting, preparation of variations analysis
- (vii) Handling Cash flow management including deployment of surplus funds
- (viii) Coordinating with banks and financial institutions in resource raising for various projects being undertaken under NHLML.
- (ix) Ensure sound corporate governance by managing the processes as mandated by NHLML as well as statutory compliance requirements.
- (x) Develop an implementable strategy to ensure sustainable financing and legal compliance by the organization.
- (xi) Define and implement strategy for consolidating and leveraging the balance sheets of project SPVs.
- (xii) Define accounting policies and mechanisms for the organization, aligned to the extant guidelines of NHLML
- (xiii) Define and implement processes and systems for monitoring fund generation and utilization of funds.
- (xiv) Define accounting processes for the organization in line with the extant regulations to optimize the taxability.
- (xv) Liaise with the Statutory, Tax, Internal & CAG Auditors for all audits
- (xvi) Preparation and finalization of monthly financial statements of the organization, as required.
- (xvii) Knowledge of Government Accounting Process and Protocol, knowledge of GFR rules
- (xviii) Bring Best Account practices and ensure all accounting compliances.
- (xix) Define and implement systems and processes to ensure compliance to extant regulations along with Company Secretary and Legal Officer of the organization.
- (xx) Practical exposure of handling CAG Audits will be preferred
- (xxi) Any other work as may be assigned by supervisor time to time

Qualifications & Experience

- (i) Qualified CA/CMA/CFA from reputed institutes
- (ii) Minimum 4 years of Post qualification professional experience of which at least 2 years' experience should in handling Finance & Accounts, resource management, strategic financing etc. in infra/logistic management projects.
- (iii) Experience in debt raising/resource mobilization would be preferred
- (iv) Maximum Age of 40 years as on 01.01.2023.

Remuneration Package

- (i) The payment package is in the range of CTC equivalent to Level 8 in pay matrix of Govt. of India. The CTC to be offered out of the range shall be decided based on experience of the candidate in relevant field.
- (ii) Initial period of appointment shall be five (05) years, which may be extended for a period of two (02) years with the approval of Chairman, NHLML.

Application Process

Interested candidates may send their resume as per format enclosed along with a cover letter to ravinder.nhlml@nhai.org latest by 13.01.2023 till 05.00 p.m. Please mark "Application - Deputy Manager - Strategy, Finance and Accounts" in the subject line of the email.

Assistant Manager - Finance and Accounts:

Roles and responsibilities:

- (i) Assist in all aspects of financial management, including book keeping, budgeting, forecasting, and reporting
- (ii) Assist in the development and implementation of financial policies and procedures
- (iii) Preparation of Balance sheet, Audit schedules, replies to audit queries, data submission to various audit
- (iv) Strong experience in Book keeping, good knowledge of accounting and taxation
- (v) Monthly closing ensuring all provisions etc are duly recorded
- (vi) knowledge of GFR rules
- (vii) Passing of journal entries, ledger scrutiny and routine accounting & taxation work
- (viii) Working knowledge of Direct & Indirect taxation including filing of various applicable returns
- (ix) Prepare monthly financial reports for management review
- (x) Maintain the general ledger and reconcile accounts on a monthly basis
- (xi) Perform bank reconciliations and prepare journal entries
- (xii) Monitor cash flow and prepare cash flow projections
- (xiii) Support the finance manager in the development and maintenance of the annual budget
- (xiv) Analyse variances to budget and prepare explanations for management
- (xv) Research and resolve discrepancies in financial data
- (xvi) Generate ad hoc/MIS reports as requested by management
- (xvii) Maintain confidentiality of all financial information
- (xviii) Ensure sound corporate governance by managing the processes as mandated by NHLML as well as statutory compliance requirements.
- (xix) Liaise with the Statutory, Tax, Internal & CAG Auditors for all audits
- (xx) Follow Government Accounting Process and Protocol.
- (xxi) Bring Best Account practices and ensure all accounting compliances.
- (xxii) Any other work as may be assigned by supervisor time to time

Qualifications & Experience

- (i) Freshers can also apply
- (ii) Qualified/Semi-qualified CA/CMA or CFA/PGDM/MBA (Finance) from reputed institutes.
- (iii) Preferably having experience in handling Finance & Accounts, resource management, strategic financing etc. in infra/logistic management projects.
- (iv) Maximum Age of 40 years as on 01.01.2023.

Remuneration Package

- (i) The payment package is in the range of CTC equivalent to Level 6 in pay matrix of Govt. of India. The CTC to be offered out of the range shall be decided based on experience of the candidate in relevant field.
- (ii) Initial period of appointment shall be five (05) years, which may be extended for a period of two (02) years with the approval of Chairman, NHLML.

Application Process

Interested candidates may send their resume as per format enclosed along with a cover letter to ravinder.nhlml@nhai.org latest by 13.01.2023 till 05.00 p.m. Please mark "Application - Assistant Manager - Strategy, Finance and Accounts" in the subject line of the email.