

MPSEDC invites applications for the post of

Chartered Accountant - (01 no Post)

JOB DESCRIPTION AND EXPECTATION:-

1. Expenditure and Revenue analysis.
2. Company Accounts, Financial & Accounting compliance of Company Act, Cost Accounting:
 - (a) Vouching and Classification.
 - (b) Verification of Trial Balance.
 - (c) Compilation of Accounts.
 - (d) Preparation of Profit & Loss Account.
 - (e) Statutory Audit, Supplementary audit by CAG under Companies Act.
 - (f) Preparation of Balance Sheet and related accounting formats.
 - (g) Preparation of Annual Report.
3. Bank Reconciliation.
4. Capitalization of Assets
5. Regulatory Compliance/Affairs.
6. Rising of monthly claims to various stakeholders.
7. Financial Resource estimation.
8. Consolidation of Accounts with subsidiaries and JVs
9. Tax related compliances and timely filing of returns

QUALIFICATION:-

Graduate with CA and minimum experience of 4 years post membership. CA - Qualified Chartered Accountant, member of The Institute of Chartered Accountants of India, New Delhi . Should have good communication skills in English and Hindi. Proficiency in computer use in both language is essential. Experience in working in e-office environment will be added advantage.

REMUNERATION AND SERVICE CONDITIONS:-

The Appointment is on Contractual basis which is initially for Two years with annual increment based on performance as per norms of the Corporation and shall be further extendable. The monthly remuneration will be inclusive of Rs45000/-per month. Annual increment shall be based on AICPIN.

Interested candidates may submit their resume as per given Application format in our website and Email the same to personneladministration@mpsedc.com by **16.08.2018** highlighting the post Applied for in the subject Line. Shortlisted candidates will be required to appear for personal interview on 20.08.2018.

Managing Director
MP State Electronics Development Corporation Limited
State IT Centre, 47- 'A', Arera Hills, Bhopal- 462011
Telephone no 0755 -2518605,2518601
www.mpsedc.com