



(A Joint venture of The Fertilisers & Chemicals Travancore Ltd & Rashtriya Chemicals & Fertilisers Ltd)
Factory & Admn Office: FACT Cochin Division campus, Ambalamedu.P.O, Kochi, Kerala,
Tel:484-2720003,Email: frbl@factltd.com, linarajhr@gmail.com,
website: www.frbl.co.in

VACANCY NOTIFICATION

Post: Chief Financial Officer (CFO)

Recruitment Notification No: FRBL/HR/Rect-1758 dated 11-12-2017

1. FACT RCF BUILDING PRODUCTS LIMITED (FRBL) Ambalamedu, Kochi, Kerala 682303- a joint venture company promoted by FERTILISERS AND CHEMICALS TRAVANCORE LTD (FACT) Kochi and RASTHTRIYA CHEMICALS & FERTILISERS LTD Mumbai, two Govt of India Enterprises - invites application from eligible candidates (Retired / Resigned / In Service) for the post of Chief Financial Officer (CFO) at its gypsum based rapid building walls manufacturing unit at Ambalamedu for a period of three years. The details regarding Qualification and experience are as follows.

2. **Essential Qualification:**

Post Graduation- Master of Business Administration in Finance (MBA-Finance) and Fifteen years experience in the area of financial accounting.

Or

Post Graduation -Master of Commerce (M.Com) and Fifteen years experience in the area of financial accounting.

Or

CA(Intermediate) and Fifteen years experience in the area of financial accounting.

Or

ICWAI (Intermediate) and Fifteen years experience in the area of financial accounting.

2.1 Post Graduation / Degree shall be Govt. approved/ recognized.

3. **Experience:**

3.1 Minimum Fifteen years experience as on 01-12-2017.

3.1.1 The candidates should have the experience in the area of financial accounting including the following areas.

3.1.2 Working experience in ERP package such as Tally, SAP etc.

3.1.3 Well versed with receipt, payment procedure as well as general accounting principles.

3.1.4 Maintain various ledgers and its reconciliation.

3.1.5 Preparation and submission of various financial report required by the management on timely basis.

- 3.1.6 Experience in the preparation and filling of various forms and return under GST, Income Tax Act, Service Tax Act, Central Excise, EPF, ESICetc.
- 3.1.7 Experience in finalization of company account.
- 3.1.8 Experience in Handling several audits like Internal Audit, Statutory Audit, TAX Audit, C&AG Audit etc.
- 3.1.9 Candidates should be capable of Liaison with banks.
- 3.1.10 Candidates should be capable of checking and verifying contractor bills and processing the bills for payment.
- 3.1.11 Experience in preparation of invoice.
- 3.1.12 Candidates with experience in Govt/ Public/ Private Organization/ Chartered/ Cost Accountant Firms may be considered for the post. However Article ship / Training done as part of completion of a course will not be considered as experience.

4 Age:

Maximum age limit is 60 years as on 01-12-2017.

5 **Role & Responsibilities of CFO:**

- 5.1 Preparing Accounts.
- 5.2 Preparing budgets.
- 5.3 Operational Reporting and interpreting.
- 5.4 Evaluating operating Results.
- 5.5 Preparing Tax Return.
- 5.6 Establishing internal control procedures to safe-guard the company's asset.
- 5.7 Sign the Accounts.
- 5.8 Attend the meeting of the Board of Directors.
- 5.9 Provide necessary and classified information to the Board of Directors along with his analysis and suggestions.
- 5.10 Provide all necessary data to be presented in Directors report.
- 5.11 All the information required for decision making by the board of Directors and Chief Executive to be processed and furnished by the CFO.
- 5.12 The accounts and financial statements to be signed by the CFO before they are sent to concerned authorities.
- 5.13 Perform major role in Management Information System(MIS).
- 5.14 Handling other statutory compliance as per Companies Act and other Act.

6 **Consolidated Pay:**

Consolidated Pay will be Rs.35000/-. Higher pay up to Rs. 40000/- will be considered depending on relevant experience/performance.

- 6.1 EPF and other statutory benefits which are applicable.

7 **Method of Selection:**

Selection will be made based on Interview.

8 **How to apply:**

Candidate should visit FRBL website www.frbl.co.in, read the notification and instructions given therein and download the application form and filling it manually and submit.

- 8.1 Candidates should provide a valid Email id, mobile /contact number for further communications.
- 8.2 Last date for submitting Application : 27-12-2017 .
- 8.3 Applications on prescribed format along with true copies of certificates, mark list, experience, age proof, SSLC etc. may be forwarded to Manager (HR&ADMN) FRBL, Ambalamedu P.O .Kochi, 682303.

9 General:

All further notifications / modifications shall be published in our website, No individual correspondence will be made.

- 9.1 Appointment will be subject to the candidate being medically fit as per the standards prescribed for the post by the company. Every candidate who is offered appointment shall be required to obtain medical fitness certificate before being considered for appointment to the Services of the Company.
- 9.2 The decision of FRBL about the mode of selection, eligibility condition, short listing of candidates etc., shall be final and binding. No correspondence will be entertained in this regard. The company reserves the right to fill or not to fill the post without assigning any reason whatsoever.
- 9.3 The Company Reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever. The company's decision shall be final in this regard.

Manager (HR & Admn)

Ambalamedu
11-12-2017