

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to hr@kiht.in before 17.10.2021 may be considered) for Interview on **19.10.2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

Consultant - Finance

Terms of Reference:

- Maintaining proper accounting records
- Assessing financial risks and suggesting preventive measures
- Liaising with clients, business partners, auditors and vendors
- Ensuring complete compliance with the state authorities
- Investigating and rectifying any financial discrepancies
- Conducting internal and external audits
- Preparing budgets, annual reports and strategies
- Analysing the company's financial systems and procedures
- Preparing and forecasting budget reports
- Preventing or suggesting ways to stop any fraudulent activities
- Negotiating monetary terms with vendors
- Providing assistance with tax planning
- Undertake the assignments, which may be assigned from time to time.

Eligibility:

1. Qualification: Chartered Accountant with B. Com / M.com/Master's in Finance
2. Experience: Minimum 5-7 years of experience in the relevant field.
3. Candidate should have the Technical Skillset Tally, GST, Direct Tax and Government Accounting, Managing Audits.
4. Candidate also should have knowledge on Finance, Tax & Accounting Compliance.
4. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.

7. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
8. Willingness to Travel.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
10. Age above 35 years.