

## APPLICATION FOR THE POST OF ACCOUNTS EXECUTIVE

**UL INSIGHT**, a management consultancy jointly promoted by the Uralungal Labor Contract Cooperative Society (ULCCS) and Insight Advisory and Consulting India(opc) Pvt Ltd. (INSIGHT), invites application from interested candidates for the post of Accounts Executive in the Head Office of UL INSIGHT on Contractual basis as detailed below:

A. Name of the Post	:	<b>Accounts Executive</b>
B. Type of the Post	:	On Contract Basis
C. No. of Posts	:	1 (One)
D. Place of Posting	:	The Accounts Executive will be posted at Kochi.
E. Period of Contract	:	3 Years (probationary period of initial six months from the date of joining and extendable beyond 3 years based on performance)
F. Scope of Work	:	The Accounts Executive will have to/be responsible for:-

- To manage day to day operations of the accounts department
- To manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash /cheque /transfer/ voucher in a timely manner
- To establish and maintain fiscal files and records to document transactions.
- To maintain spread sheets for monitoring and analyzing accounting data and prepare financial reports.
- Coordinate audit as ordered.
- Ensure timely filing of all Tax returns and issue of Form 16 & 16A thereof.
- Ensure timely preparation of expenditure reports, utilization certificates, Bank Account Statement etc.
- Timely settlement of bills and receipts.
- Timely finalization of Annual Accounts viz. Balance Sheet, Income and expenditure account, notes on accounts and other schedules forming par of Annual accounts.
- Timely remittances of TDS (Income Tax), GST-TDS, etc.
- Management of the accounts department activities including liaison and visit to banks, Client offices as required.
- Coordinating of all accounting related matters of the organization with clients, sub-consultants, and other agencies.
- Any other task assigned, from time to time.

### G. Eligibility Criteria

#### a) Age limit (As on 1<sup>st</sup> January,2023)

The age of the candidate should not be more than 40 years old

#### b) Educational Qualification

- Commerce Graduate from a UGC recognized university with minimum 55% marks.
- Minimum 5 years of active accounts handling experience.
- Computer Knowledge of MS- Office, Tally-ERP 9, GST etc.

Desirable

- MBA or M.Com. degree from a UGC recognized university/ institute.

**c) Experience**

Minimum 5 years post qualification experience

**d) Remuneration**

Consolidated pay of Rs.30,000/- per month.

**e) Selection Procedure**

Selection would be by way of shortlisting of applications received and Personal Interview to be held at Kochi on a suitable date (to be informed in due course).

**Candidates should send in their documents along with duly filled prescribed format by email with the subject titled as “Application for the Position of Accounts Executive” to the HR Cell at [hr@ul-insight.com](mailto:hr@ul-insight.com) on or before 30<sup>th</sup> April,2023**



TELEPHONE NUMBER											
STD CODE											

6. **PERMANENT ADDRESS** (leave one box blank between two parts of the address)

STATE							PIN CODE							

7. **DATE OF BIRTH**

DD			MM			YYYY				
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8. **AGE (as on January 1<sup>st</sup>,2023)**

DAY(S)			MONTH(S)			YEARS			
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9. **NATIONALITY** \_\_\_\_\_

10. **INDICATE BY TICK MARK IN APPROPRIATE BOX.**

MALE	FEMALE
SINGLE	MARRIED

(I) GENDER(II) MARITAL STATUS

11. **Languages known (please tick appropriate column)**

Name of Language	Read	Write	Speak

12. **EDUCATIONAL QUALIFICATIONS (including Certifications, if any)**

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division


**Note:** - Photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

**13. PARTICULARS OF EXPERIENCE (starting from present)**

Name / Address and TelephoneNo. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		

**Note:** -Documentary evidence in support of requisite experience for the post applied must be enclosed.  
**No Objection Certificate from the present employer should also be provided before/at the time of interview**

**15. DECLARATION**

[I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in UL INSIGHT, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forth with without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by UL INSIGHT. I further declare that I have read the Detailed Advertisement and undertake to abide by the same]

DATE: \_\_\_\_\_

(SIGNATURE OF THE CANDIDATE)

PLACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

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