

# **NICDC LOGISTICS DATA SERVICES LIMITED**

## **Job description for the post of “Assistant Manager – Finance & Accounts”**

### **COMPANY PROFILE**

NICDC Logistics Data Services Limited was incorporated on 30<sup>th</sup> December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

### **KEY DUTIES AND RESPONSIBILITIES**

- Overseeing all financial reporting, project/programme and grants accounting, ensuring that expenditures are consistently aligned with grant and programme budgets throughout the grant/fund period, collating financial reporting materials for Government, corporate, and foundation grants.
- To spearhead the entire task of financial planning and development of the project by:
  - a) Preparation of financing plans/ corporate plans considering the funding requirement for the project activities.
  - b) Project structuring for implementation in different EPC and PPP modes.
  - c) Selection of consultants/ contractors/ concessionaire and monitor their work and deliverables.
- Oversee and manage day-to-day accounting, invoicing, cash management and internal financial reporting.
- Preparation of quarterly and annual financial statements and present them before the Audit Committee/Board for approval.
- To get the financial statement audited by the internal and statutory auditors and office of C&AG.
- Proactively manage investor relations to assure investors of the effective stewardship of their funds,
- To liaison with Central/State Governments, bilateral/multilateral agencies, financial institutions, sponsors, and other stakeholders.
- Consistently analysing of financial data and presenting financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress, changes and keep senior leadership abreast of the financial status,

- To be the driving force in the development and promulgation of best practices, standards, and codes of practice across the whole range of organization activities from concept of initiation, evaluation, design project development and stakeholder relationship management.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased will assuring all are in accordance with the policies and investment guidelines.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Liaises with the internal and statutory auditors to ensure compliance with relevant statutory requirements and standards.
- Provide support and input to project financial planning processes including monitoring progress.
- Prepare financial reports and presentations for Board meetings and other meetings of the organization.
- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service.

### **KNOWLEDGE AND SKILLS**

- Should possess strong domain knowledge and understanding of Financial Planning, Budgeting, Infrastructure Financing, Multilateral Funding and Capital/Debt Market.
- Knowledge of best accounting practices and standards with reference to the infrastructure sector.
- Knowledge of project structuring and modelling and procurement of large infrastructure projects under PPP and non-PPP modes of delivery.
- Should be well versed with ERP software like SAP etc.
- Skills in organizing resources and establishing priorities.
- Ability to contribute to knowledge management systems and procedures.
- Analytical reasoning and decision-making ability.
- Ability to foster collaborative work environment and a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Candidate shall not be more than 32 years as on **31<sup>st</sup> December 2022.**
3. **Academic Qualification:** Should be Graduate and Chartered Accountant/Cost and Works Accountant.
4. **Experience:** Minimum 04 years of post-qualification experience.

## **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Assistant Manager – Finance & Accounts**” and reporting will be directly to senior officials of NICDC Logistics Data Services Ltd.

The job location will be in Noida but may require frequent travel to other States.

## **HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., [www.nldsl.in](http://www.nldsl.in) (Careers > Current Openings > Apply Online) or the same may be sent on [hr@nldsl.in](mailto:hr@nldsl.in).

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

**SELECTION PROCESS:** A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

**SALARY:** CTC Rs.07 Lakhs per annum.