



MRHMFL RURAL HOUSING & MORTGAGE FINANCE LTD

Designation: Accounts Executive

Job Description:-

- Audit of various disbursement files
- Audit of Imprest and Expenses
- Audit of Policy and Processes
- Inter Department Audit and Review
- Examine Internal Controls
- Develop and Implement Audit Programs
- Prepare Report of Audit Queries and Observations

Required Skills:

- Basic understanding of analytical tools and methodologies.
- Strong willingness to learn and grow in the role of a Finance Officer.
- Passionate about exploring innovative methods for process digitization & automation.
- Strong interpersonal and communication skills.
- Attention to detail and commitment to delivering work of a high standard.

Education Qualification:

Candidate should have completed Graduation

Experience:

Min 1-3 Yrs. in relevant industry

Job Description:

- Preparation of data required by Finance Department and any other Department of the Organization.
- Preparation of Monthly Stock Statement for various Banks.
- Preparation of Term Loan Certificates on Monthly Basis.
- Preparation of Finance proposals to be submitted to banks to avail funding.
- Preparation of MIS Reports.
- NHB Compliance and Refinance Data Submission.
- Preparation of Assignment Payout Reports.