



## **TERMS OF REFERENCE**

**(Position: Accounts Executive)**

Number of Positions: 2

Location: Chennai (Full-Time - Contract)

### **Background:**

The Madras Export Processing Zone (MEPZ), established by the Government of India in 1984, is a Special Economic Zone (SEZ) located at Tambaram, Chennai. MEPZ SEZ operates under the jurisdiction of SEZs and 100% Export Oriented Units (EOUs) in Tamil Nadu, Puducherry (Pondicherry and Karaikal areas), and Andaman & Nicobar Islands.

MEPZ Zone Chennai spreads to a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewelry, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

### **Job Brief:**

We are seeking candidates with experience in Accounting and Finance for MEPZ Authority. The candidate should have adequate working knowledge in ERP/Accounting software and should have experience in processing vendor invoices/vendor payments/employee reimbursements, Auditing, Bank Reconciliation. Candidate should also have good communications skills and be willing to take responsibility and ensure invoices / payments are processed on time.

### **Responsibilities:**

- Strong experience in handling day to day accounting activities.
- Proven experience in Accounting process, Audit, accounts payable and receivable.
- Proficiency in using accounting software and Tally ERP systems.
- Previous experience in material inward and outward management.
- Strong experience in Vendor management.
- Prepare monthly financial reports and analyze variances.
- Collaborate with CAG, internal and external auditors to ensure accurate financial statements.
- Develop and implement financial policies and procedures.
- Oversee budgeting and forecasting processes.
- Monitor cash flow and manage banking relationships.
- Provide support for strategic planning and decision making related to finance.

### **Qualifications:**

#### **Education and Work Experience:**

- Bachelor's degree in Commerce, Intermediate CA / ICWA



- Minimum 1 year of relevant work experience.

**Core Competencies:**

- **Professionalism:** Ability to understand and follow work requirements with attention to detail and accuracy.
- **Communication:** Good spoken and written communication skills in English and Tamil.
- **Teamwork:** Ability to work effectively in a team environment and establish good working relationships.
- **Commitment to Continuous Learning:** Willingness to learn and grow in the field.
- **Languages:** Fluency in English and Tamil is essential.

**Age:**

Not more than 35 years of age on the date of issue of the recruitment notice.

**Remuneration and Duration of Engagement:**

The Accounts Executive shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 60,000/- per month shall be offered to the selected Accounts Executive based on their past experience, previous pay, etc.

**Application Process:**

- Candidates may apply through email (Email ID: ddc2@mepz.gov.in).
- The subject of the email shall be "Application for [Name of the Post] / [Name of the Candidate]."
- There is no registration/application fee.
- The last date for receiving applications will be communicated separately.

**Selection Process:**

- Suitable candidates will be shortlisted from the total applications for a personal interview.
- Final selection will be based on the personal interview by the Selection Committee.