



## Recruitment of Deputy General Manager and Assistant General Manager for Accounts Department on regular basis

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks, on a high growth path invites applications from dynamic and result oriented individuals for the following posts.

**Please read all the details, information and instructions carefully.**

- ❖ **Deputy General Manager for Accounts Department**
- ❖ **Assistant General Manager for Accounts Department**

**Opening date for registering Online e-application - 22.04.2024**

**Closing date for registering Online e-application - 05.05.2024**

**(Last date extended till 19.05.2024)**

Candidates are requested to apply only ON-LINE through TMB's website [www.tmbnet.in/tmb\\_careers/](http://www.tmbnet.in/tmb_careers/). No other mode of submission of application will be accepted by the Bank.

**Register your correct email ID/ Mobile Number while creating User ID.**

<b>Deputy General Manager (Deputy CFO) for Accounts Department on regular basis</b>	
Age	Minimum – 45 years and not more than 55 years as on 31.03.2024
Educational Qualification	Graduate in any discipline and Chartered Accountant by Qualification
Experience	Ten years of experience in overseeing financial operations in the Bank (of which five years should be at Senior Management level), preferably accounting and taxation matters. Work experience at Treasury/Financial Management/Risk Management /Credit Administration will be an added advantage
Tenor	Regular basis
Remuneration	As applicable to Scale VI officer (under new pay structure)
Others	No vigilance case or adverse observation from RBI/Statutory Authority, shall be pending against the candidate identified for appointment as the DGM.

<b>Assistant General Manager for Accounts Department on regular basis</b>	
Age	Minimum – 40 years and not more than 50 years as on 31.03.2024
Educational Qualification	Graduate in any discipline and Chartered Accountant by Qualification
Experience	Seven years of experience in overseeing financial operations in the Bank preferably accounting and taxation matters. Work experience at Treasury/Financial Management/Risk Management /Credit Administration will be an added advantage

Tenor	Regular basis
Remuneration	As applicable to Scale V officer (under new pay structure)
Others	No vigilance case or adverse observation from RBI/Statutory Authority, shall be pending against the candidate identified for appointment as the AGM.

### **Role of Deputy General Manager/ Assistant General Manager for Accounts Department:**

- Managing the financial affairs, including management and statutory accounts together with longer term financial projections and to ensure that the most efficient and effective financial control systems and reporting mechanisms are in place.
- Preparing the year-end financial accounts for audit and to liaise with the Auditors prior to finalisation.
- Liaise with Inland Revenue, Customs and Excise, Income Tax Department and the Auditors.
- Takeover all GST matters and keeping abreast of current GST legislation.
- Managing all external contracts and to ensure that all the banks expenditure is correctly authorised and accounted for.
- To ensure the overall smooth running of the banks internal administration and its cost-effectiveness.
- To ensure the banks legal responsibilities are met, in particular that all necessary insurance is properly in place.
- Direct accounting processes, overseeing the compliance of applicable legal regulations, perform all kind of banking and financial operations.
- To follow the Long Form Audit report submitted by statutory auditors.
- Implementation of Ind As.
- Developing financial strategies at an organisational level by leading financial and accounting information, analysis, and recommendations to strategic thinking and direction of the Bank.
- Participating in the corporate decision-making process as a member of the management team with joint responsibility for the development of long-term corporate strategies and company policies.
- Management and Information Analysis: will be an advisor to the top management for providing financial insights on the following: competitive benchmarking, performance analytics, forecasting and budgeting, headcount and compensation forecasting, balance sheet management / ROE, unit costing, client profitability, regional profitability and product profitability. The Chief Financial Officer will also leverage corporate resources to standardize reporting and automate processes.
- Have a deep understanding of capital and liquidity management. He will be tasked with assisting on all funding decisions and helping to manage the balance sheet, capital dividend policy, and allocation of capital.
- Monitoring and review finance related policies, procedures and practices in line with international accounting standards, legal requirements and industry best practices.
- Along with the senior leadership team will be responsible for driving transformation and delivering shareholder value.

### **Procedure of Selection:**

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

**Application Fee: Nil**

**General Conditions:**

The following enclosures to be uploaded along with the e-application

- Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
- Self-attested photo copy of Degree Certificate.
- Experience certificate/s and Relieving Letter.
- Last Month Salary Slip

Candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

**Disclaimer:**

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.

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