

THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
ST THOMAS NAGAR, MUKKOLAKKAL, TRIVANDRUM-43

APPLICATION FOR THE POST OF ASST. FINANCE OFFICER

1. INTRODUCTION :

- 1.1 The Mar Thoma Church Educational Society, Trivandrum (MTCES) is a Society registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, and was founded in 1966. The Management and control of the affairs of the Society is vested in the Executive Committee of the Society, the President of which is the Diocesan Bishop of the Mar Thoma Church having jurisdiction over Trivandrum.
- 1.2 The Society has established four-reputed English medium, co-educational Schools – viz., St. Thomas Residential School (affiliated to the Council of Indian School Certificate Examination), St Thomas Central School (affiliated to the Central Board of Secondary Education) and St. Thomas Higher Secondary School (affiliated to the Govt of Kerala State Syllabus). The most recent addition is the St Thomas Public School, Mar Chrysostom Nagar, Kazhakuttam, Trivandrum (affiliated to the Central Board of Secondary Education), which started in 2013
- 1.3 The St Thomas Training College, approved by NCTE and University of Kerala as well as the St. Thomas Institute for Science and Technology (STIST) affiliated to AICTE and APJ Abdul Kalam Technological University are the two colleges of MTCES.
- 1.4 All the institutions located in sylvan campuses are committed to generate, disseminate, preserve knowledge and encourage application of this knowledge to face challenges and be productive members of society.

- 2. Objective and Mission :** All-round development of students is our mission. The Institutions constantly strive to provide high standards of teaching, discipline, development of moral and social habits and various extra curricular activities. The promoters of the Society and its current leadership are motivated by abiding Christian values of Universal love and brotherhood, charity, respect and regard for fellow human beings and selfless sacrifice to all. We seek to inculcate these values in our students without intruding in any way into the personal beliefs or religion of our student community.

It is the objective of the Society to mould the future citizens of India with the highest academic perfection along with character and personality. To make leaders with quality of sportsmanship, team work and cooperation. To be sensitive to the needs of social and economic realities and also to environment, and to brace themselves to be global citizens.

- 3. Facilities in the Campus :** The Campus is well equipped with infrastructure and instructional facilities to cater to the requirements of STIST. State of the art Computer facilities, College and Dept Libraries, facilities for sports and games, etc are all available in the campus. Hostel facilities for students is being completed and will soon be functional. A full fledged Canteen functions for the students and faculty.
- 4. The Requirement :** The MTCES requires a committed person as Asst. Finance Officer who will share the vision of the Society, contribute to its growth and development and handle the Finance and Accounts matters of the Society and its multiple organisations. The Accounts Department is well staffed and the Asst. Finance Officer is expected to monitor, supervise and guide the staff in all matters under the supervision of the Finance Officer.

We are looking for a qualified finance and accounts person who will eventually take charge of all the financial and accounting operations to meet legal and statutory requirements.

The applicant should be familiar with audits, invoices, compilation of accounts, budget preparations and must have experience in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable, cash/fund management and preparation of final accounts. Familiarity with ERP accounting system is desirable. The applicant should also have excellent organizational skills and should be able to handle time-sensitive tasks.

Ultimately, the selected candidate will be responsible for the day-to-day management of our financial transactions and procedures.

- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

5. Responsibilities

- Keep accurate records for all daily transactions
- Prepare annual accounts balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Budget preparation
- Review and implement financial policies

6. Essential Qualification : The Management is looking for a person with a proven track record, with vision and drive and should be capable of handling the diverse Financial functions of the multiple Institutions under the Society. CA-Inter/ICWA with 10 years' experience is the minimum qualification we expect.

7. Salary : Commensurate with the candidates experience, qualification and performance.

8. Maximum Age : The candidate should be below 50 years as on 1st April 2021

9. Probation : Two years

10. General Instructions to candidates.

10.1 Only Short-listed candidates will be called for interview.

10.2 Staff on the Rolls STIST may also apply if they wish to be considered.

10.3 Canvassing in any form will be considered as disqualification.

10.4 **The last date for receipt of application is 11th August 2021**

S/d
Dr Rajan Varghese
Secretary



The Mar Thoma Church Educational Society

St.Thomas Nagar, Mukkolakkal, Trivandrum 695 043

Email: mtcesgeneral@gmail.com

Affix photo

APPLICATION FORM FOR THE POST OF

Note:

1. Self attested copies of Degrees/ Certificates/ Testimonials should be sent with this Application. Originals must be produced at the time of interview.
2. No TA will be paid to Applicants called for interview.
3. Application should be delivered personally at the Society office or send by Registered Post.
4. Further details may be seen in the website www.stthomastvm.edu.in

PERSONAL DATA OF CANDIDATE

1.Name

2.Date of Birth

3.Sex. Female Male

4.Marital Status: Married Unmarried Widow(er) Separated

5. If Married, Name of Spouse

6. Educational Qualification / Occupation of Spouse

7. Whether currently employed ? If Yes, give details of current employer

8. Religion (a) Denomination

(b) If Marthomite, name of Parish

9. Address for communication

Pin Code

Residential Tele # Mob#

Fax# E-mail

10. Have you ever been convicted for any criminal offence? If so, give details.

11. Present Pay/last salary drawn. Scale Basic Pay
Allowances Total

(Candidate should be able to produce evidence of last pay drawn, if called upon to do so)

12. ACADEMIC QUALIFICATIONS

Degree Passed	Year	Division / % if applicable	Institution	Affiliating Board / University

(i) Any other Qualification, if so give details :

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13. Experience

Designation	Period	Institution	Reason for Leaving

14. Notice period required for joining

15. REFERENCES

(with Name, Address, Telephone Number and Designation)

1)

2)

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief.

Date :

Place :

Signature of Applicant