

**AP INDUSTRIAL CORRIDORS INFRASTRUCTURE DEVELOPMENT CORPORATION**

**LIMITED**

**IHC Corporate, 1<sup>st</sup> Floor, Mangalagiri, Guntur, Andhra Pradesh**

**Job description for the post of Assistant Manager – Finance and Accounts’  
on APICDC rolls for Head Office**

**Company Profile:**

AP Industrial Corridors Infrastructure Development Corporation Limited (APICDC) is a Joint Venture Company established pursuant to the Shareholder's Agreement executed between National Industrial Corridor Development and Implementation Trust (NICDIT) representing Government of India and AP Industrial Infrastructure Corporation Ltd representing Government of Andhra Pradesh with 50% shareholding held by each and having its registered office 1st Floor, IHC Corporate, Plot No 3,4 & 6, Industrial Park, Mangalagiri, Andhra Pradesh, India - 522503.

The Company was incorporated on 07/08/2018 under the provisions of the Companies Act, 2013. The Company is engaged to carry on the business of development, implementation and maintenance of an Industrial Township Project, Trunk Infrastructure and the Strategic Projects at Krishnapatnam Industrial Node spreading across the Tirupati District (Formerly in SPSR Nellore and Chittoor Districts) under Chennai Bengaluru Industrial Corridor (CBIC) Orvakal Industrial Node in Kurnool District under Hyderabad Bengaluru Industrial Corridor (HBIC), Kopparthi Industrial Node in Kadapa District under Vizag Chennai Industrial Corridor (VCIC) in the State of Andhra Pradesh and any other Industrial node(s) under any of the three corridors viz., Chennai Bengaluru Industrial Corridor (CBIC), Hyderabad Bengaluru Industrial Corridor (HBIC) and Vizag Chennai Industrial Corridor (VCIC) in the State of Andhra Pradesh.

**Job Description:**

He/she shall report to CFO APICDC. He/she shall be responsible for maintenance of books of accounts, handling audits and complying with all the statutory requirements relating to Direct and Indirect Taxation, Companies Act 2013 and other relevant statutes.

**Key Responsibilities**

1. Maintenance of books of accounts and complying with all the statutory requirements relating to TDS, GST, ROC etc. Filing monthly/ Quarterly/ Annual returns etc. on timely basis.
2. Coordinating and handling Statutory, Internal and C & AG audit and others.
3. Ensure internal compliance, monitor the maintenance and improvement of systems and procedures and initiate corrective actions.
4. Undertake cash flow planning and ensure availability of funds as needed.

5. Control Accounts Receivable/Accounts Payable and monitor the same from time to time.
6. Provide necessary approvals and fund disbursements for operating expenditure.
7. Manage and continuously improve Board's internal control system and audit system.
8. Coordinate with external statutory agencies related to audit and taxation.
9. Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts.
10. Prepare and maintain cash flow analysis as needed.
11. Analyze monthly financial statements (Balance Sheet, Statement of Profit & Loss, and Statement of Cash flows) and effectively convey analysis to staff as requested.
12. Ensure operational compliance with policies, procedures and regulations for any necessary entities.
13. Process vendor payments and cheque requests.
14. Reconcile bank accounts and general ledger accounts as assigned.
15. Assist in reconciling all Balance Sheet and Statement of Profit & Loss accounts on monthly/quarterly basis as indicated by the monthly closing schedule.
16. Undertake all other activities related to finance and accounts for smooth functioning of the organization and any other works entrusted by the CFO and MD APICDC.

### **Minimum Requirements**

- i. **Nationality:** Candidate from Indian nationality only.
- ii. **Educational Qualifications:** Member of the Institute of Chartered Accountants of India (ICAI)/ ICWA.
- iii. **Professional Experience:** Minimum 2-4 years of experience of dealing with Finance Control, Taxation, Accounts and related compliance functions. Candidates having experience of working with Government organizations and working in Infrastructure sector will have an added advantage and will be preferred.
- iv. **Age limit:** Age of the applicant should not be more than 35 years as on 31<sup>st</sup> December 2025.

### **Knowledge and Skills:**

- i. Must possess strong knowledge and understanding of IND AS, Corporate Governance, Direct Taxation and Indirect Taxation.
- ii. Skills in organizing resources and establishing priorities.
- iii. Analytical reasoning and decision-making ability.
- iv. Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- v. Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.

**Designation, Reporting & Job Location**

The designation shall be “**Assistant Manager – Finance and Accounts**”. Reporting will be to the CFO of APICDC. The job location will be in Mangalagiri but may require frequent travel.

**Salary:** As per industry standards.

**How To Apply:** Candidates should submit their latest Resumes along with qualification and experience documents by mailing to [managerhr@apicdc.in](mailto:managerhr@apicdc.in) on or before **5:00 PM of 20.03.2026**. Applications received through any other mode shall be summarily rejected.

**Selection Process:** A Selection Committee will be constituted to short list, interview and recommend the candidate.

**Applications should be submitted to the following address:**

MD, APICDC, IHC Corporate, 1<sup>st</sup> Floor, Mangalagiri, Guntur, Andhra Pradesh - 522503.

**Disclaimer:** This is not a Government job as APICDC is not a Government Company.