

Terms of Reference
About Andhra Pradesh Medtech Zone (AMTZ)

Andhra Pradesh MedTech Zone (AMTZ) is India's premier medical technology manufacturing cluster and one of the world's largest MedTech ecosystems, housing **180+ companies** engaged in the research, development, and manufacturing of life-saving medical devices. Built in a record **342 days**, AMTZ offers world-class common manufacturing and scientific facilities, including advanced testing laboratories, 3D printing, laser, biomaterial, and irradiation centers. During the COVID-19 pandemic, AMTZ played a critical national role by producing **100+ ventilators, 500 oxygen concentrators, and 1 million RT-PCR kits per day**, while also deploying innovative solutions such as mobile hospitals, RT-PCR vehicles, and oxygen plants to strengthen healthcare delivery across India

Company Website :

<https://www.amtz.in/>

<https://kiht.in/>

<http://biovalley-amtz.in/>

<https://medivalley-aic.in/>

Job Title
Consultant-Finance

Terms of Reference:

1. Technical skill set – E-Invoicing, Service & Item Invoicing, E-Way Bill generation, MIS reporting, GST compliance (GSTR-1), TDS accounting and reconciliation with 26AS.
2. Accounting & Reconciliation – Posting receipt entries, importing bank statements into Tally, preparing bank reconciliation statements (BRS), and passing year-end accounting entries.
3. Receivables Management – Monitoring receivables from customers and partners, sending invoices via email, and following up with clients and nodal officers for timely collection of dues.
4. Banking Coordination – Liaising with bank officials for account-related activities, obtaining bank statements and interest certificates, and ensuring timely credit of foreign remittances into bank accounts.
5. Reporting & Compliance – Preparing daily bank balance reports for management, issuing credit/debit notes, coordinating with payables team for returned payments, and ensuring overall financial compliance and reporting accuracy.

Qualification & Experience

1. Qualification: CA, CA Inter, CMO, MBA Finance
2. Experience: Minimum 03 - 05 years of experience in the relevant field.
3. Domain Expertise - Accounts and Finance and Taxation, PS U Experience is Preferable. Computer literacy includes advanced proficiency with Microsoft Office (Excel, word and PPT).
4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, decision making, excellent oral and written communication skills in English.

5. Must have team spirit, agility, leadership, initiative, time management, prioritizing and the ability to handle a complex and varied workload.
6. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
7. Ability to handle urgent matters, multiple tasks simultaneously and quickly complete the assigned tasks.
8. Willingness to travel
9. Age up to 30 years