

Designation: General Manager (Finance, Accounts, HR, Admin)

A) Desired Profile:

- Minimum 13 years of experience in multifunctional role in office administration, HR and managing Finance and Accounts in Private/Public Sector organization or any Government officer with min. 13 years of Experience (on deputation)
- **Should have expertise in:**
 - ⇒ Financial planning & Budgeting, managing working capital requirement, Cash & Fund flow management, Costing and ensuring profitability
 - ⇒ Preparation of Strategic goals, evaluation of Financial proposals and defining way forward
 - ⇒ Good knowledge of HR Operations / Processes
 - ⇒ Good Knowledge of IR, Administration processes and activities

B) Educational Qualification:

- Graduation: Any Graduation with first class from reputed institute / university; and
- Masters: CA/ICWA/MBA with first class from reputed institute / university

C) Key Roles and Responsibilities:

- Be the primary point of contact and build long-term relationships with multiple stake holder's
- Responsible for the efficient running of the back-office operations, the effective control of its financial and human resources, and of the technical, IT and administrative systems, in order to contribute to the delivery of the company's overall artistic and commercial objectives
- To manage the Company's 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.
- Responsible for preparation of Quarterly / half yearly and Annual Accounts and Finalization of Accounts of the organization s, in consultation with the team, General Director and other departments, for presentation to the Board of Directors and funding bodies
- Oversee and interface the Completion of the Internal and External Audit as per the Audit programs.
- To supervise the production of regular salary payments and records, National Insurance and pension contributions in accordance with requirements
- To oversee all compliance with all statutory Matters, including Income tax, GST, Transfer pricing issues etc.
- To deal and supervise all banking activities and to ensure that all bank accounts and credit card statements are regularly reviewed and reconciled.
- To efficiently manage all external contracts, and to ensure that all the Company's expenditure is correctly authorised and accounted for.
- To ensure the overall smooth running of the Company's internal administration and its cost-effectiveness.
- To manage, in conjunction with the MD / CEO, Head / Director, staff contracts and HR matters.
- To manage personnel procedures in relation to recruitment, training, holidays and appraisals, ensuring these are properly documented, and advise on relevant policies.
- To ensure that the Company's legal responsibilities are met, in particular that all necessary insurance is properly in place.
- AND all such other duties as shall be reasonably associated with or incidental to the above matters or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.

D) Soft Skills:

- Good Analytical & Conceptual Thinking
- Motivate personnel to meet company goals.
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills
- Self-motivated and able to thrive in a results-driven environment

E) Age Limit: Not more than 50 Years

F) Remuneration: INR 165000/- P.M.(Cost to Company basis) or for any Government officers on deputation, pay protection benefits will be provided

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