

# **Designation: Manager (Finance / Accounts)**

## **A) Desired Candidate Profile:**

- Minimum 4 years of experience in managing Account Department of Private/Public Sector organisation
- Should have:
  - ⇒ In depth knowledge of financial, ERP and integrated accounting systems
  - ⇒ End to End process of Pay Roll system
  - ⇒ Proven working experience as Accounting Manager, Accounting Supervisor or Finance Manager
  - ⇒ High attention to detail and accuracy

## **B) Educational Qualifications:**

- Master: MBA (Finance) with first class from a reputed University / Institute.

## **C) Key Roles and Responsibilities:**

- Managing and overseeing the daily operations of the accounting department. Monitoring and analysing accounting data and produce financial reports or statements.
- To provide a leadership role in all aspects of the company's financial operations and to manage Treasury functions
- Provide accurate and timely financial information and reports to facilitate the decision-making process and ensure success of the corporation.
- Managing and overseeing operation of Accounting Department, such as month and end-year process
- Account payable/receivable, Payroll and utilities, budgeting, cash flows and Treasury operations etc.
- Ensure adequate controls are in place, i.e. policies, procedures
- Provide monthly and quarterly reporting as required by Management, ensuring covenants are met
- Provide monthly reviews, and implementing Business plans and other programs in coordination with DGM / GM Finance and Accounts.
- Liaise with legal representation on corporate issues.
- Review standard costs, including appropriate overhead allocations

## **D) Soft Skills:**

- Motivate personnel to meet company goals.
- Excellent verbal and written communications skills
- Strong Leadership and supervisory skills

## **E) Age Limit: Not more than 35 Years**

## **F) Remuneration: INR 56000/- P.M. (Cost to Company basis)**

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