

Job Description

Job Title: Accounts & Finance Manager-CA Must

Reports To: Director

Exp. Required: 7-10 Years

Job Location: Gurgaon- Haryana

Salary: 8- 10 LPA

Job Type: Full-Time (Permanent)

Duties and Responsibilities:

- ✚ Oversee all accounting operations including Invoicing, Receivable and Payables Management, Segmental Accounting, Transfer Pricing, Cost Accounting, Inventory Accounting and Revenue Recognition
- ✚ Coordinate and direct the preparation of the budget and financial forecasts and report variances
- ✚ Prepare and publish timely monthly financial statements
- ✚ Coordinate the preparation of regulatory reporting including Company Law, Labor Law, Taxation and other Business Laws.
- ✚ Research technical accounting issues for compliance
- ✚ Carry out month-end, Quarter-end and year-end financial closing
- ✚ Ensure quality control over financial transactions and financial reporting
- ✚ Manage and comply with local, state, and federal government reporting requirements and tax filings
- ✚ Develop and document business processes and accounting policies to maintain and strengthen internal controls
- ✚ Predicting future financial trends and help meet and beat consensus numbers
- ✚ Reviewing, monitoring and managing budgets / Annual operating plan
- ✚ Analyzing market trends, competitors and providing crisp analysis of the information.
- ✚ Timely Vendor bill processing and accounts payable function set up and its controls
- ✚ Timely payment of statutory dues and filing of returns within deadline
- ✚ Improve internal controls and establish the same if in particular area it is missing
- ✚ Implement Internal Auditors suggestion / recommendation.

Qualifications:

Education Level: UG B.Commerce/ MBA in Finance & CA

Professional Certification: CA Qualified

Skills: Excellent Communication, Creative, strong Analytical skills and the ability to critically analyze facts and figures. Excellent accounting software user and administration skills

Personal Characteristics: Should have a positive behaviors and attitude and ability to work with given timelines.

Approved by:	
Date approved:	
