

<b>Position</b>	<b>Deputy Manager- Finance &amp; Accounts</b>
<b>Educational Qualifications</b>	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>CA/ICWA/M.Com</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>MBA/PGDM (Finance) from an institute of repute.</li> </ul>
<b>Experience</b>	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>Minimum 10 years' post qualification experience in accounting functions.</li> <li>Extensive experience in handling accounting software tools</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Certification in International Financial Reporting Standards (IFRS)</li> </ul>
<b>Age</b>	<b>Upto 42 years</b>
<b>Salary (CTC PA)</b>	Rs. 13.00 lakhs (Approx)
<b>Reporting to</b>	GM (Finance ) /Reporting Manager concerned
<b>Engagement Type</b>	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal
<b>Job Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>Handling day to day operations related to accounting function along with the finance and accounts team</li> <li>Handling banking transactions</li> <li>Finalization of Company accounts on regular basis as per accounting standards</li> <li>Preparing books of accounts in compliance with Taxation laws and Company laws.</li> <li><b>Preparation of various Returns related to Direct/ Indirect Taxes and online submission.</b></li> <li>Handling queries and audits from Internal &amp; Statutory auditors</li> <li>Preparation of MIS based on books of accounts.</li> <li>Coordinating with other finance functions for preparation &amp; submission of various statutory returns, reports &amp; compliance documents such as MCA, Income Tax, Indirect Taxes, and RBI etc.</li> <li><b>Preparation of Pay Roll &amp; related activities</b></li> <li>Managing other critical items on books and accounts such as Treasury functions, Bank and cash management , Assets management , Loans and advances, Receivables and Payables , and report major deviations to finance head on regular basis</li> </ul>