

## DM - Financial Outsourcing / Accounting – Job Description

### Key Responsibilities

- Manage, control and ensure that company /clients accounting activities and procedures conform to generally accepted accounting principles and comply with the approved policies and procedures of the company.
- Managing accounting of 3-5 mid-size clients
- Client may have Indian or International Reporting
- Managing team of 3-4 members
- Manage, control and ensure that company accounting activities and procedures conform to generally accepted accounting principles
- Producing accurate financials reports to the specific deadlines
- Ensure Compliance with the state and other tax provisions e.g.: VAT/GST/WCT/import documentation
- Liaisoning with client, auditors/third party consultants

### Requirement

- Qualified Chartered Accountant with minimum 3-5 years of experience in finance & accounts position
- Able to do multitasking
- Good Communication skills
- Technically Sound in AS/FS preparation/Excel/PPT
- Knowledge of Cost center-based accounting and using cost center & budget functions in the tally software
- Understanding of AR/AP, payroll and indirect tax matters
- Proficient in excel and reporting (MIS)
- Manage multiple clients at same time
- Good analytical skills
- Good time management skills and the ability to priorities and maintain turnaround time
- The ability to work as part of a team and to build strong working relationships

Location: IBA's Office @ Panchsheel Park, New Delhi  
Type of Employment: Full Time