

Manager (Finance & Accounts) – Job Description

Key Responsibilities

Responsible for

- Smooth functioning of bookkeeping team
- managing financial accounting, monitoring and reporting systems
- Preparation of Schedule VI financials and notes
- Liaisoning with Auditors/Bankers/vendors
- providing and interpreting financial information
- monitoring Cash flows and predicting future trends of requirement
- reports to specific deadlines
- managing budgets and forecasts
- Analyzing complex financial data
- Preparation of various reports
- Managing internal controls
- Advance Tax/Company tax Computation
- Payroll Taxation

Requirement

- CA with a 4-5 years' experience in a with similar role
- Proficient in Excel, word and PPT
- Good Communication skills
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Understanding of GST and direct tax provisions.
- Understanding of systems and developing SOP's ,process flows.

Location: Client's Office @ WeWork, The Galaxy Hotel, behind 32nd Milestone, off NH 8, Gurgaon + IBA's Office @ Panchsheel Park (Gurgaon on need basis, may be 2 days in a week)

Candidates should be willing to commute to both locations (Panchsheel Park & Gurgaon)

Type of Employment: Full Time