



Job Description

Division/Department: Finance and Accounts

Location: Vikhroli, Mumbai

Job Title: Senior Manager / AVP (depending on experience)

Experience: 5 years relevant experience

Education: Chartered Accountant

General Description -

The ideal candidate will oversee and manage the finances of the company, including accounting data, operational information, and market trends. He will make predictions about future financial health and provide informed advice to the company on how to increase profits and reduce financial risk.

Competencies required-

Functional / Technical Competencies:

- Financial Planning and Analysis
- Budgeting and forecasting
- Variance analysis
- Accounting Principles
- Financial statement preparation
- Cost Management
- Cost analysis
- Risk Management
- Implementing mitigation strategies
- Taxation
- Knowledge of corporate tax laws
- Tax planning and compliance
- Cash Flow Management
- Monitoring cash flow
- Working capital optimization
- Data Analysis and Reporting
- Understanding of financial regulations

Behavioral Competencies:

- Adaptability
- Integrity and Ethics
- Attention to Detail
- Collaboration
- Communication Skills
- Problem-Solving Mindset
- Leadership
- Strategic Thinking
- Time Management
- Resilience

Work Experience Requirements -

- Forecast monthly and quarterly profit/loss for the company
- Conducting monthly Profit/loss analysis
- Prepare monthly budgets of cost to be incurred
- Retaining constant awareness of the company's financial position and acting to prevent problems
- Automating reporting systems for the accounting and finance departments
- Establishing financial operations and guidelines for each company department
- Identifying inefficiencies in company systems and advising on overcoming them to use resources more efficiently
- Devising strategies to reduce company costs
- Co-ordinating and managing investment plans
- Ensuring the company adheres to tax laws and industry regulations
- Overseeing the company's progress toward its revenue goals and advising as necessary
- Ensuring task given to the team is done within the timelines
- Ensuring all accounting activities comply with the regulations
- Supervise the team of accounts, compliance and HR
- Ensuring data accuracy in company reports

Quality –

- Ensuring accuracy in invoices
- Detecting input errors
- Identification of errors in reports
- Implementation of audit recommendations
- Reconciliation of transaction items
- Timely collection of outstanding amounts

Other responsibilities –

- Close the books and sign off the quarter and year
- Ensuring that payroll processing is done within TAT
- Liaising with CRM & Sales for Customer Management
- Interacting with other team members to find solution for queries raised