

## JOB DESCRIPTION

<b>Designation:</b>	Sr. Manager – Accounts & Finance	<b>Level:</b>	Middle Management
<b>Department:</b>	Accounts & Finance	<b>Location:</b>	Mumbai
<b>Reporting:</b>	Director	<b>Direct Reportees:</b>	1-2

Educational Qualification	CA
Experience	Minimum 8 to 10 years' experience
Industry to be hired from	Any Industry preferably Service Industry
Age limit	Not above 36 years
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Good Accounting, Auditing, Financial Reporting and Taxation knowledge</li> <li>• Knowledge of ERP Software Planning</li> <li>• Good Communication skills Accounting</li> <li>• Good Knowledge of MS office</li> </ul>
Required Competencies	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Strategic and analytical skills.</li> <li>• Adaptability</li> <li>• critical thinker and problem-solving skills</li> <li>• Leadership Skills</li> <li>• Problem Solving approach</li> </ul>
Key Accountabilities	<ul style="list-style-type: none"> <li>• Responsible for handling areas related to Accounting, Auditing, Financial Reporting and Taxation</li> <li>• Responsible for Indirect and direct taxation, its compliance and associated Submissions to Authorities for demands and notices.</li> <li>• Directly responsible for Closing of Books of Accounts and related Financial Reporting.</li> <li>• Responsible for Cash flow management</li> <li>• Handling of Statutory and Govt. Auditors.</li> <li>• Helping evaluate new business proposals, new investments in business initiatives</li> <li>• Leading and helping as applicable with all funds raise efforts, setting up data room, building the financial model in partnership with the analytics team.</li> <li>• Supporting the CFO/ ED in their Annual operating Plans</li> </ul>