



JOB DESCRIPTION

Role: Accounts & Finance Manager

Position and remuneration: Department Manager /Head. As per Industry and experience

Experience: 10 to 15 years

Location: Delhi

Major Areas of Responsibilities but not limited to:

We are looking for a Talented and Professional Accounts and Finance Manager with 10 to 15years of experience who shall oversee the business planning process and partner with the business leader in providing them strategic inputs to align with the overall goals of the organization and bring financial discipline.

Manage and oversee the operations of the accounting and finances including:

- **Owning responsibility of closing accounts**
- **Preparing and reviewing trial balance and various itemized schedules regularly**
- **Working in synchronization with auditors in preparing and examining financial records**
- **Establishing and maintaining financial processes, system controls and adherence to policies and SOPs in all areas having a financial impact**
- **Financial reporting as appropriate to the management**
- **Finalizing all statutory reports and ensure appropriate filing**
- **Sharing relevant and necessary financial information with investors and financial institutions**
- **Streamlining and automating financial processes to bring in efficiencies**
- **Candidates should have excellent knowledge of developing MIS reports.**
- **Preference: Candidates with a strong personality and good communication skills.**
- **Candidates who can join immediately are highly preferred.**

Roles and Responsibilities

- Create a financial model for long-range planning in the business.
- MIS Reports
- Budgeting
- Month and Year end process
 - Manage financial information and prepare balance sheets.
 - Coordinate with management and staff to prepare budgets.
 - Resolve account payable and receivable issues or queries.
 - Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
 - Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets.
 - To help with monthly closings and preparing monthly/annual financial statements
 - Oversee the taxes and compliances in the organization
 - Taking care of the accuracy of the records and transactions
 - Make sure all the records are up to date and given tasks are completed within financial deadlines.
 - Ensuring smooth monthly & quarterly closing of books within the set timelines and analysis of Monthly P&L and Balance Sheet for management reporting



Requirements

- Bachelors/Post Graduate degree in Accounting or related (essential).
- Excellent communication and presentation skills
- Sound understanding of accounting and financial reporting principles and practices.
- Solution Oriented and Positive / Can-do Attitude
- Self-starter & proactive approach
- Transcending functional boundaries
- Good decision-making ability
- Ability to work under pressure and meet tight deadlines.
- Advanced competency in MS Office and Accounting software packages

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