Assistant Manager - Finance

Eligibility:

- M.Com / CA Inter / CMA Inter / MBA (Finance)
- Minimum 8 years in finance, accounting, taxation, and compliance.

Preferred Skills

- Financial reporting
- GST, TDS, Income Tax
- Audit coordination
- ERP systems
- Advanced Excel
- Analytical and supervisory skills

Roles & Responsibilities:

To manage statutory compliance, financial controls, accounting finalization, grant accounting, audit coordination, and month-end/year-end closing while supporting financial reporting and budgeting activities.

Key Responsibilities

- Statutory Compliance
    - Ensure timely compliance with GST, TDS, Income Tax, Professional Tax, PF, ESIC, and Labour Welfare Fund requirements.
    - Prepare and review statutory returns and reconciliations.
    - Handle tax notices and assessments in coordination with consultants.

- Financial Accounting
    - Review accounting entries and ledger scrutiny.
    - Oversee month-end and year-end closing activities.
    - Ensure accuracy of financial records and balances.
    - Supervise fixed asset accounting and depreciation.

- Audit & Regulatory Compliance
    - Coordinate statutory, tax, and internal audits.
    - Prepare schedules and supporting documents for audits.
    - Ensure timely completion of audit observations.
    - Manage Form 10B, Form 10BD, and other regulatory filings.

- Grant & Fund Accounting
    - Maintain grant-wise accounting records.
    - Monitor utilization of grants and sponsored projects.
    - Prepare utilization certificates and compliance reports.

- Payroll Compliance
    - Review payroll compliance requirements.
    - Ensure compliance with PF, ESIC, PT, gratuity, and leave encashment provisions.

- Financial Reporting
  - Assist in preparation of monthly MIS reports.
  - Support preparation of financial statements.
  - Monitor budget utilization and variance analysis.
- Team Management
  - Guide and review work performed by Sr. Accountant, Accountant, and Accounts Trainee.
  - Improve internal controls and accounting processes.

Key Performance Indicators (KPIs)

- Timely filing of statutory returns.
- Zero major audit observations.
- Accuracy of financial records.
- Timely month-end and year-end closing.
- Compliance adherence.
- Grant utilization compliance.