

Role Profile

Job Title	Assistant Manager - Finance		
Reports to	(1) Manager - Finance (2) General Manager - Finance		
Level	6	Grade	G/H
Function	Finance	Department	Finance
Unit	LRBD	Location	Manesar
Job Code		Cost Centre	Shared Services

(A) Purpose of the Job:

The role is responsible for managing compliance of statutory liabilities and streamlining monthly closing pertaining to critical areas like inventory, debtors and external vendors. Effective interface with corporate finance / taxation and insurance and ensuring accuracy in closing activities is another primary responsibility of the role holder.

(B) Size of the Job:

- Financial: Rs. 500 crores (overall business)
- No. of direct reportees: 2 (ITC) + 1 (outsourced)
- No. of people handled: 6-7 (finance closing team)

(C) Dimensions of the Job:

The role encompasses activities pertaining to core financial areas like accounting, taxation and banking. The role involves significant interaction with external stakeholders including government officials.

(D) Principal Accountabilities:

Planning:

- Involvement in areas like inventory, stock and debtors to identify areas of improvement
- Timely application & closure of food licence and trade licence

Routine:

- To ensure interdivisional accounting and RPCON Accounting
- To coordinate with statutory auditors and to get the audit complete on or before the specified time line
- Timely updation of accounts in HFM and HDQM
- Preparation of final accounts
- Liaisoning with Corporate for critical issues
- Streamlining the monthly closing activity
- Timely preparation of tax assessment and wealth tax schedules
- Liaisoning with different vendors for HR related cost

- Ensuring timely payments to vendors
- Ensuring timely return filling of food licence
- Completing of movex related work including activation of party codes
- Ensuring timely reversal of vouchers
- Identifying open items - HDFC and HSBC Bank & closing the same
- Timely Preparation of BRS related to HDFC and HSBC banks
- Getting insurance declarations done on time including BMC and STP3 Policy

(E) Operating Network:

- Internal: All verticals of finance, HR and administration
- External: Coordinating with vendors (revenue expense), corporate finance, statutory compliance vendors, income tax and service tax inspectors

(F) Education:

CMA qualification is a pre requisite

(G) Work experience:

The incumbent must have knowledge and prior work experience of 3-4 years in taxation and closing

(H) Competencies:

- Behavioural: Strategic Mindset, Customer Focus, Making Things Happen, People Leadership, Leading Change
- Functional: Resource Management, Communication, Influencing, Creative Thinking, People Leadership, Rational Decision Making

OTHER IMPORTANT INFORMATION

- While applying for the above post, you are required to certify in your resume/ email that whether you have been interviewed by ITC in any capacity (for any division) in past or not. If yes, mention the details.
- The candidate should be ready to relocate anywhere in India.
- The criteria for applying will be Minimum 3 yrs of work experience and final pass in 2015 or before.
- If meeting the above criteria and are interested in the above vacancy, you may send your resume to Rakhee.Arya@itc.in

