

ADVERTISEMENT FOR THE POST OF CHIEF FINANCIAL OFFICER (CFO)

Post of	Chief Financial Officer (CFO)
No. of Vacancy	1
Mandatory Qualification	ICWA/CA
Skills	1. Well versed in Computers [MS- Office and data management] 2. Good communication skills 3. Fully conversant with Tally (Professional Level) 4. Good Knowledge of Tax Laws including Income-tax & GST.
Experience	Minimum 2-3 year(s) experience
Fixed Remuneration	Rs. 45,000/- per month (Can be negotiated for deserving candidate)
Nature of Engagement	On contract for 2 years, subject to annual review
Place of Posting	New Delhi
Last Date to apply	06-06-2021
Job Profile	1. Document financial transactions by entering account information. 2. Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports. 3. Substantiate financial transactions by auditing documents. 4. Maintain accounting controls by preparing and recommending policies and procedures. 5. Coordinate activities and answer questions related to transactions. 6. Reconcile financial discrepancies by collecting and analyzing accounts information. 7. Secure financial information by completing database backups. 8. Maintain financial security by following internal controls. 9. Prepare payments by verifying documentation and requesting disbursements. 10. Answer accounting procedure questions by interpreting accounting policy and regulations. 11. Complies with state and local financial legal requirements as per the existing and new legislation, enforcing adherence to requirements, and advising management on needed actions. 12. Prepare special financial reports by collecting and summarizing account information and trends. 13. Maintain confidence and protect operations by keeping financial information confidential. 14. He would be responsible for overall functions of the Accounts & Finance Department and will report to the Managing Director.