

<b>Job Description</b>	
Organisation to work with	<ul style="list-style-type: none"> <li>- Private Ventures of the family of Narayana Health Founder. Position is based out of Bangalore. Knowledge of Kannada will be added advantage, though not mandatory. Private ventures involve Partnership Firm, Private Limited Company/(ies), Non Profit Organisation to run Educational Institution and limited exposure of the promoters to Bank FDs, Mutual Funds, Real Estate.</li> <li>- Reporting will be to the existing Senior Person in each of the organisation for the role and to take independent charge in 18 to 24 months time.</li> </ul>
Job Purpose & Specification	<ul style="list-style-type: none"> <li>- Responsible for Financial planning and Budgeting , Accounting and financial process , MIS &amp; reporting. Preparation of the budget and financial forecasts and report variance. Detailed business reporting</li> <li>- Handling overall accounting function, Billing function, month end and year end closing process ,timely updating the books of accounts ,incompliance with statutory and internal norms</li> <li>- Prepare timely and detailed reports on monthly quarterly and annual basis</li> <li>- Compliance from Labour Laws, Company Law, applicable state regulations</li> <li>- Statutory Audit of the Private Limited Company , Partnership Firm</li> <li>- Tax Returns of the Partners, Partnership Firms and Private Limited Companies through the Tax Consultant of the firms</li> <li>- Dealing with the Banks on daily basis, monitoring the investment deadlines and returns.</li> <li>- Co ordinate with Company Secretary Firm for Audit/Compliance Requirements</li> <li>- Drive Business Process Change Programs for the Management</li> <li>- Ability to take independent charge in 18 to 24 months</li> </ul>
Job Responsibility	<p><b>Payments and Collections</b></p> <ul style="list-style-type: none"> <li>• To ensure that payments are made on time to suppliers as per the terms agreed.</li> <li>• To interact with suppliers in case of any payment related queries.</li> <li>• To ensure that all payments are made only after proper approval and authorization from the requisite persons.</li> <li>• To ensure the collections from the customers (TPA/Govt business) on timely manner.</li> </ul> <p><b>Statutory Compliances:</b></p> <ul style="list-style-type: none"> <li>• To deduct and pay TDS, Service Tax, GST,Labour Law, State Applicable Laws, etc within the time stipulated by the relevant act.</li> <li>• To ensure no delays take place in compliances for submission of periodic reporting/returns to the relevant government authorities/management.</li> </ul> <p><b>Financial &amp; Accounting:</b></p> <ul style="list-style-type: none"> <li>• Maintain Books of Accounts and periodic closure.</li> <li>• To prepare various MIS reports as per the requirement of the unit/region/corporate management.</li> <li>• To complete the internal and statutory audit within the specified time in co-ordination with the Auditors.</li> <li>• Conducting reviews and evaluations for cost-reduction opportunities.</li> <li>• Managing a company's financial accounting and hospital information system .</li> </ul>

	<ul style="list-style-type: none"> <li>• Monthly reviews on Accounts Receivables/ Payables with regional/corporate management to ensure the compliance and accuracy.</li> <li>• Yearly price revision exercise based upon market/cost analysis</li> <li>• Follow of SOPs for Internal controls, IFC, Controllership checklists etc.</li> <li>• Heading billing function and ensure for correct and accurate billing.</li> <li>• Fixed assets Management.</li> <li>• Internal controls to continuously check for financial fraud across all departments.</li> <li>• Preparation of the Management Reports to the Board and Partners on Monthly/Quarterly basis and participating in Budget Discussions</li> </ul> <p>Cash:</p> <ul style="list-style-type: none"> <li>• To ensure that cash collections for the day shall be deposited in the bank on the immediate following day with proper reconciliation with Internal/Home Ground Software reports.</li> <li>• To reconcile physical cash balances with the books of account.</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• CMA passed out in Year 2024 and not before that.</li> <li>• CMA passed out in Year 2023 are welcome and should have 1 year experience in manufacturing or service industry ( other than working in CMA/CA Firm)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work in a Team across functions in all the three entities ( Pvt Ltd Co, Partnership Firm and NGO)</li> <li>• Ability to work with minimal supervision.</li> <li>• Comprehensive knowledge of their work with reference to the obligation to maintain the confidentiality of his / her patients and adhere to bylaws, rules &amp; regulations of the medical organization.</li> <li>• Excellent command of oral &amp; written English. Kannada will be added advantage and not mandatory</li> <li>• Sound Computer skills including knowledge of MS word, Powerpoint &amp; Excel</li> </ul>

<b>CTC</b>	<ul style="list-style-type: none"> <li>• CTC of the selected candidate would be in the range of Rs 9-10 lakhs annually, depending on the merit of the candidate and including retention bonus which will get paid after 1-2 yrs</li> </ul>
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