

Job Description – Associate Manager Finance

Job Title: Associate Manager - Finance	Level: L6
Reports to: Manager Finance	Work Location: Open
Department: Finance	Age: 22 to 25 years
Edu.Qualifi. : ICWA / CMA	Relevant Exp: NA
Reporter's: Finance Executive / Officer	Travel Required: Yes

Purpose of Job

To carry out Divisional audit of all functions including finance, accounting & taxation. To verify status of compliance with statutes and company's systems and policies.

Key Responsibility Area:

- To carry out Divisional audit and handle transactional, ISO and corporate audits.
- To ensure that the all information required for audit is sought in terms of audit schedules, clarification on any observation made.
- To carry out audits by seeking process understanding/ walk-through and verification of documentation & audit schedules.
- Review of aging of debtors, creditors and other balance sheet items.
- To check whether the Fixed Assets are physically verified and matched with books. Physical verification of land and reconciliation of the same with Municipal Records.
- To verify that all statutory compliances related to Business are being documented and complied with. Inform Business teams on new requirements under various statutes, internal policies and facilitate compliance.
- To check reconciliation of physical stock with book stock.
- To review and monitor the overall accounting in ERP system relating to all commodities. To review accounting entries in SAP relating to purchases of goods & services, inventory carry cost, expense incurred for purchase.
- To increase awareness among Businesses on all applicable statutes, policies and SOPs.
- To verify that Statutory, Legal and applicable clauses of SOP and CASP are complied with.

Personal profiling

- a. Strong knowledge of Accounting, Finance & Taxation
- b. Knowledge on Legal & Statutory Compliances.
- c. Highly self motivated and demonstrated ability to work with minimal supervision.
- d. Proven ability to handle the mental and physical demands.
- e. Demonstrated ability to work well with people from a variety of backgrounds.
- f. Excellent written and verbal communication skills.
- g. Excellent Computer skills.

Languages

English, Hindi, Local languages

CTC: 9 lakhs per annum (Monthly gross salary is Rs.53,000/- including HRA. If company accommodation (if eligible) provided, then HRA amounting Rs.14,000/- is not payable)