

Manager – Finance & Accounts**JOB DESCRIPTION****1. GENERAL POSITION INFORMATION**

Title:	Manager – Finance & Accounts
Grades	Executive
Department or Unit:	Finance & Accounts
Immediate Supervisor:	Chief Financial Officer
Position(s) directly subordinate:	Executive/Assistant
Salary	No constraint for a suitable candidate
Location	Head office (Patna, Bihar)

2. MAIN OBJECTIVE

As a member of the Finance Department, s/he will assist the department in day-to-day monitoring of financial accounting functions, financial reporting, MIS, improving of the financial accounting processes, internal controls, reconciliations and the financial reporting systems.

3. KEY RESPONSIBILITIES

- Monitoring day-to-day financial accounting both at Branch and Head office.
- Authorisation of vouchers, cheques, receipts etc.
- Overseeing and controlling functions of cashier.
- Coordinating with banks for day-to-day banking functions.
- Preparation of Balance Sheet, Profit and Loss Account and other financial reports.
- Controlling and monitoring reconciliation of ledgers, registers and all accounting records
- Collating financial data and Preparations of returns as per the requirements of various funders, statutory authorities and the management.
- Monitoring dues with actual receipt, overdue reporting.
- Monitoring Insurance records and ensuring timely renewals.
- Coordinate with Internal Audit, Statutory audit; provide all information and records for smooth conduct of audit.
- Monitoring of dues to funders and ensuring timely availability of funds to ensure timely repayments.
- Funds management, transferring and monitoring funds to/from the branches, reconciling inter-office transactions.
- Managing Investments of surplus funds, tracking of maturity, monitoring reconciliation of investment income.
- Preparing Budgets and variances.
- Managing vendor/consultants payments and its recording.
- Managing statutory dues, Income Tax, TDS, and Service Tax etc.
- Ensure Data Security and back-up.
- Any other task assigned by management from time to time.

PROFILE REQUIRED

1. EDUCATION

- CA/Cost Accountant/M.Com/MBA (Finance) from reputed institution

2. PREVIOUS EXPERIENCE

- Minimum 3-5 years experience in finance & accounts
- Previous experience in a supervisory role will be preferred

3. SKILLS AND PRINCIPAL CHARACTERISTICS

Skills:

- Ability to interpret financial data.
- Analytical Skills
- Skillful communication of ideas and knowledge
- Ability to work to deadlines and targets can prioritize tasks under pressure.
- The ability to work quickly, flexibly, effectively and positively in response to requests made at short notice.
- Flexible and adaptable, comfortable with juggling a range of tasks in a fast-moving, dynamic start-up environment
- Pro-active, ability to work under own initiative without direction
- The ability to prioritize and organize own workload in an effective and accurate manner, whilst working within broad guidelines.
- Computer proficiency is must.
- Basic accounting and financial knowledge
- Knowledge of Accounting software

Qualities:

As an individual responsible for the functions of Finance & Accounts Dept., s/he is expected to be organized, able to take initiative, open to suggestions and change, and able to work under stress to accomplish the task.

Other requirements:

- Physically fit and willing to work in-field