

 <b>Job Description</b>		<b>Format No:HR_F_160</b> <b>Version: 2.0</b> <b>Date: 23-Jul-21</b>
<b>Manager Accounts &amp; Finance (DJD2024027)</b>		
<b>Category</b>		<b>Description</b>
<b>Roles</b>		Managing financial records, preparing financial statements, and carrying out accounting operations within an organization. To ensure accuracy of books of accounts for management, audit and compliances.
<b>Responsibilities</b>	<b>ACCOUNTS AND DATA ENTRY</b>	Working knowledge on Invoices, GST Debt notes, Credit Notes, Expenses review, GL reviews, Reconciliations
	<b>BANKING</b>	Working knowledge Online payment processing, TT Payments, Submission of Bill of Entry and Shipping Bills for closure, BG and LC processing
	<b>GST</b>	Input Credit Verification and Reconciliation (GSTR2B), Report to SCM on pending Input Credit, Reconciliation between E Invoice, Eway Bill and GSTR1, Filing of GSTR1, Reverse Charge working, Filing of GSTR3B, Filing GSTR7A, ITC 04, Passing the Entries in Books and matching to Portal, Annual Returns
	<b>TDS/TCS</b>	TDS & TCS calculation and Verification, Quarterly TDS Returns and Issuing certificates
	<b>PF and PT</b>	PF and PT payments and returns
	<b>MSME</b>	Payments and Returns
	<b>Audits</b>	Working knowledge in preparing financial statements, Internal Audits and Statutory audits
<b>Qualifications</b>		B Com , MBA, MCom, Bachelor's degree in Accounting, Finance, CPA (Certified Public Accountant)
<b>Experience</b>		8-12 Years of Experience
<b>Technical &amp; Process Capabilities</b>		Knowledge of accounting principles, GST, TDS and best practices
		Ability to Prepare Financial Statements.
		Proven time management skills and ability to work under strict deadlines
		Computer literacy skills, especially with Tally , Advanced Excel and data entry and computation
		Attention to detail and the ability to work well under pressure.
<b>Behavioural Capabilities</b>		Team player with good communication skills. The person should have proven track record of credentials ethics, Integrity & Transparency and comply to the core values of the company
		Should have internal and external orientation to cut across the horizontal work through Cross Functional Teams.
		Ability to work independently and complete duties and projects with little direct supervision.
		Analytical skills with a keen sense of organization and detail
<b>Values</b>		Should have ability and capacity to mentor team and offer guidance for executing coordinated plans for business growth.
		Accountable & Responsible, Ethics & Integrity, Knowledge, Collaboration, Caring, Agility, Empowerment with Accountability and Sustainability
		experience with enterprise resource planning (ERP) systems.
<b>Preferred Experience, Knowledge &amp; Attributes</b>		Problem-solving and strong analytical abilities
		Quick learner and adaptable
<b>Compensation</b>		<b>To be filled by HR</b>