

Designation: Deputy General Manager (Finance, Accounts and Audit)

A) Desired Candidate Profile:

- Minimum 10 years of experience [after Graduation] in managing Finance and Account Department of Private/Public Sector / Semi Government organization
- Must be well versed with Finance & Accounts streams, Financial planning & Budgeting procedures and practices
- Should be able to manage a team, implement budgetary systems and budget controlling

B) Educational Qualifications:

- **Graduation:** Any Graduation with **first class** from reputed institute / university; **and**
- **Masters:** **First Class** in **M. Com** or **First Class** in **M.B.A.** (in Finance) or **First Class** in **PGDBA** (in Finance) or **First Class** in **PGDM** (in Finance) from a recognized University / Institution; or **CA**

C) Key Roles and Responsibilities:

- Assist in Development of Various policy documents/guidelines/manuals like procurement manual etc.
- Assist in formulating procurement plans
- Assist and provide guidelines in developing DPR, RFP, Contract document and service level agreements
- Monitor Budgets and variances, review fund utilization and provide inputs for better cash flow management
- Payroll Processing Exposure is a must
- Overall supervision of the company's day to day functioning of the Accounts and Finance functions including MIS, Audit, Taxation, Corporate affairs, etc. in compliance with the Indian Accounting Standards
- Provide guidance to project teams on long-term financial viability and sustainability of organisation and projects
- Assist in financial evaluations of external agency proposals related to implementation of various initiative and projects
- Manage Company Finances including the Banking function & Company accounting including costing
- Initiate and guide the preparation of forecasts of company revenue, working capital, expenditure and return on investments
- Overseeing the process, monitoring and approval of all Payables and Receivables
- Responsible for preparation of Quarterly / half yearly and Annual Accounts and Finalization of Accounts of the Company
- Developing and implementation of suitable internal control systems in the department
- Compliance with all statutory Matters, including Income tax, GST, Transfer pricing issues etc
- Oversee and interface the Completion of the Internal and External Audit as per the Audit programs

D) Soft Skills:

- Motivate personnel to meet company goals.
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills

E) Age Limit: Not more than 40 Years

F) Remuneration: INR 145000/- P.M. (Cost to Company basis)