

<b>Position Vacant</b>	<b>Manager– Finance &amp; Accounts</b>
Educational Qualification	Semi Qualified CA / M.Com
Experience	Minimum 3 years excluding CA article-ship.
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>• Preparing financials, cashflow, MIS of the company and Handling finalization of accounts</li> <li>• Review of expenses and incomes invoices on regular basis</li> <li>• Handling PNL &amp; BS ledger scrutiny</li> <li>• Timely filing of GST, TDS Returns and related compliances</li> <li>• Liasoning with auditors and consultants</li> </ul>
Job specific skills	<ul style="list-style-type: none"> <li>• Good Verbal &amp; written Communication skills (English)</li> <li>• Experience contributing to Process Improvement &amp; Team Handling</li> <li>• Knowledge of Accounting Standards, TDS, GST, ICDS</li> <li>• Strong Accounting and finance knowledge</li> <li>• Tally Software &amp; MIS software knowledge</li> <li>• Strong Microsoft Office skills (Excel, Word, PPT)</li> <li>• Good Analytical and problem-solving skills</li> </ul>
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>