

Position Vacant	Manager– Finance & Accounts
Job Description / Responsibilities	<ul style="list-style-type: none"> • Preparing financials of the company and Handling finalization of accounts • Review of expenses and incomes invoices on regular basis • Handling PNL & BS ledger scrutiny • Reviewing cashflow requirements and preparing cashflow statement • Preparing various MIS reports as per the management requirement. • Handling treasury related activities • Timely filing of GST Returns (GSTR1, GSTR3B, GSTR6 and GSTR7), Timely GST Payments, Manage E-invoicing • Manage preparation of GSTR 9 and 9C • Handling GST/TDS/Accounting related Queries with business Team and other departments within organization. • Handling Tax Audits, Computation of income & taxation, calculation of advance tax • Timely filing of TDS Returns (26Q and 27Q), Timely TDS Payments • Reconciliation of all statutory dues liability/credits as per return with books of accounts including 26AS reconciliation • Prepare data for Forecasting/ Budgets. • Analysis of financial data to evaluate the performance • Preparing data for management presentation on performance of the company. • Liasoning with internal auditors, statutory auditors and consultants • Tracking of all Direct & Indirect Tax Notices-Timely Replies and providing data to the Consultant. • Ensuring all Assessments, Scrutiny's & hearings are completed within time frame given by the department • Track important legislative changes in Accounting, GST and Income tax, discuss within the team and take proactive required steps.
Job specific skills	<ul style="list-style-type: none"> • Good Verbal & written Communication skills (English) • Experience contributing to Process Improvement & Team Handling • Knowledge of INDAS/ Accounting Standards, TDS, GST, ICDS • Strong Accounting and finance knowledge • Tally Software & MIS software knowledge • Strong Microsoft Office skills (Excel, Word, PPT) • Good Analytical and problem-solving skills
Educational Qualification	CA Inter
Experience	Minimum 5 years of post-qualification experience
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	Mumbai

	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.
How to apply	Applications should be submitted on our email careers@bobcaps.in Please mention <u>“Application for the post of Manager/ Sr. Manager – F&A”</u> in the subject. Applications with any other subject will not be accepted.
Website	www.bobcaps.in
Contact Person	Trilby D'monte
Contact No.	022-61389300
Last Date for application by email	15 th August 2024