

Designation: **Manager FC&A** (*Assistant to Head FC&A*)

Qualification: **M.Com./ MBA**

Experience: 7 to 10 years

Skill Sets, Competencies and Values:

- Excellent written and oral communication skills.
- Good knowledge about accounts process.
- Ability to manage a small team.
- Familiar with Income Tax and other statutory laws.
- High level of meticulousness in dealing with data and in preparing reports and various types of communication.
- Conversant with MS packages like Word, Excel, and PowerPoint.
- A positive and pleasant disposition and a high level of integrity.
- Desirable – Familiar with FI & MM Module of SAP.

Job Description:

1. Preparation of Annual Accounts and get the same audited.
2. Preparation of MIS.
3. Coordinate and generate various reports as required by the management.
4. Preparation of Budget and monitoring of expenses vis-à-vis budget.
5. Maintaining of regulatory compliances and making vendor payments.
6. Support the various communications responsibilities with Trust/RIL system as well as external constituents.
7. Processing various foreign remittances.
8. Preparation of all statutory returns relating to Income Tax & PF authority.