

## Job Description

Job Title : Manager– F&A  
Position Reports To : Finance Officer

Job Location : Patiala  
Date Verified :

### Main Purpose

Responsible for Accounts Department functioning, monitoring & controlling all the related activities and preparing financial statements, budgets, audits, statutory compliances and MIS reports at the pre decided intervals with due accuracy and analysis.

<b>Qualification</b>	CA
<b>Experience</b>	Minimum post qualification relevant experience of 5-8 years
<b>Competency</b>	Financial Acumen, Hunger and Passion to learn, Inquisitiveness, Creativity & Innovation, Excellent inter-personal & networking skills, Excellent communication skills - both written and verbal. Presentation skills, Planning and Organizing skills,

### Specific Accountability & Job Responsibility

- Support Finance Officer in preparing budget of the department, by providing inputs on various areas.
- Overall Monitoring & Controlling all the activities within his area.
- Approving all the vouchers (Cash/JV/Bank)
- Providing MIS & Budgetary and other financial statements to Finance Officer
- Preparing Balance sheet & Profit & Loss A/C on Monthly, Quarterly & Annual basis and analysis thereof.
- Monitor & performing Cash Flow Statements on Weekly, Monthly and Quarterly basis.
- Ledger scrutiny & ensure zero outstanding.
- To get internal & statutory audits completed under the guidance of Finance Officer.
- Ensuring statutory compliance, timely submission and filing of all Returns etc.
- Implementation procedures / systems as per corporate policies; to ensure smooth functioning of the department.
- Ensure timely account reconciliations of Creditors, Debtors, Banks and other accounts & confirmations.
- Verification of Payroll, contractors' bills and other due payments to ensure timely release of dues & ensure correct entries in ERP.

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
  - Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 28<sup>th</sup> April 2023
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