

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.

Qualification	CA
Experience	Minimum post qualification relevant experience of 8-15 years
Competency	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 25th March 23
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