



Job Title: Manager, Accounting

Work Location: Cuffe Parade, Mumbai

Reporting to: Director, Finance & Accounts

Responsibilities:

- Managing and overseeing the daily operations of the accounting department including:
 - Invoicing and Accounts Receivable
 - Bank Reconciliations
 - Purchase/Expense Accounting & Accounts Payable
 - Payment Processing
 - Receipts Accounting
 - Cash Receipts/Payments Accounting
 - Payroll Accounting & Reconciliations
 - PF/PT Accounting
 - Fixed Assets Accounting/Reconciliations
 - Debtors/Creditors Reconciliations.
 - General ledger Scrutiny
 - Month- end and year-end accounting process
 - Banking transactions and Bank interactions
 - Regular fund flow/liquidity forecast preparation
 - Regular interactions with Branches to take care of Branch requirements and resolve operational queries
 - Trust account statement reconciliations – PF trust
- Leading the year end audit process by collaborating with the External Auditors and tracking audit requirements
- Monthly MIS Preparation, including analysis of revenues and expenditures and release of Monthly MIS Reports by Regions and Cost Centres
- Supporting annual budgeting process
- Setup of internal accounting control policies and processes and undertaking periodic internal control checks
- Co-leading system implementations and system improvements in Tally/Other systems to support the department in digitization of process
- Assist with compilation of information for preparation of TDS and Tax Returns

Qualifications and Experience:

- B.COM/M.COM/Inter CA/Inter ICWA with minimum 15 years of relevant work experience.
- Should have minimum 5 years of experience leading a team.

Skills:

- Sound knowledge of accounting principles and compliance policies
- Expertise and in-depth experience in Operational Accounting
- Good understanding of Cost Centre Accounting and Budgeting
- Working knowledge of TDS, GST, PF, PT
- Advanced MS Excel Proficiency
- Very good Tally Proficiency
- Working knowledge of any ERP systems will be an added advantage

If interested in applying for this position, please [click here](#) to complete the application by **30th April 2024**.