

Job Description



Post Name	<i>Assistant/ Deputy Manager – Finance (OC)</i>
Qualification	Bachelors in Commerce, Chartered Accountant
Experience	Minimum 02 years of relevant experience.
Age Criteria	Not more than 30 years as on the Date of Advertisement. <i>Age may be relaxed for exceptionally good candidates</i>
Location	Current Job Location shall be at Vadodara, Gujarat. However, recruit may be placed anywhere in India on the basis of company's requirement in future.
Job Description	<ul style="list-style-type: none"> • Having knowledge of SAP • Preparation of Budget, budget agenda note& presentation for board and audit committee meeting. • Bill processing of vendors & passing various Journal entries in SAP • Month end inventory valuation in SAP • Preparation of Cash flow & fund management • Maintenance of Assets in SAP and conduct activity for physical verification of assets. • Prepare financial statements such as monthly, quarterly and annual accounts as per IND AS • Preparation of Board Note for financial statement and presentation for board and audit committee meeting. • Sales accounting functions include monitoring of sales booking system, accounting of Debit Note/Credit Note. • Processing of payroll in SAP • Petty Cash, Bank Reconciliation on daily basis, payment to suppliers etc. • Preparation of various MIS report (Daily Sales, collection, Debtors, Creditors, stock etc.) • Compliance of Direct Tax like timely payment of dues, coordination with tax auditor for Income tax Audit and filing statutory returns etc. • Compliance of Indirect Tax like payment of dues, co-ordination with GST Auditor for GST Audit &filing statutory returns, matching of GSTR-2A with purchases etc. • Co-ordination with Internal auditor as well as statutory auditor for timely completion of audit. • Various reconciliation activity like Vendor-Customer, sales vs. collection, • Work related to renewal of various insurance policies like Life insurance, Medical insurance and vehicle insurance etc.