

Job Description (JD)

Position title:	Sr. Manager /AGM - Accounts & Finance	Job Location:	CBD Belapur- Navi Mumbai,
Qualification:	CA, MBA Finance	Experience:	12 to 15 years
		Salary range:	10 to 14 lacs

Role & Responsibilities

 1. Taxation and compliance:

- a. Ensure timely compliance with all statutory requirements/payments /returns for various authorities/departments like GST, Income Tax, Professional tax, TDS, Sales Tax, Service Tax, PF, ESI, or any other such authorities/departments.
- b. Oversee the preparation and timely filing of all local, state, and central tax returns. Assisting in calculation/verification/reconciliation of tax payable, GST, TDS, and all other statutory payments.
- c. Handling all the matters related to Direct and Indirect taxes including Tax Planning, Tax Assessments in addition to interaction with tax consultants and departmental officers. Liasoning with statutory departments.
- d. Select and engage consultants & auditors.

 2. Finance and Banking:

- A. Ensures the maintenance of appropriate financial records and preparation of required financial reports as and when required.
- B. Manage & Monitor bank accounts and banking relationships, maintain relationships with financial institutions, and Liasoning with the Banks/ Financial Institutions for the existing credit facilities/ loans/bank guarantees.
- C. Preparation of documents for renewal/enhancement of Banking Limits i.e., CMA (Credit Monitoring Analysis) and projected financial statements as and when required. Form bankers, investors, or any other consultants.
- D. Documentation and follow-up for secured & unsecured loans. Evaluate financing options and select the most appropriate one for the company's needs.
- E. The monthly preparation of stock statements required for banks including WIP and Debtors Statement for calculation of drawing power & Submission of data required by Banks/ Financial institutions.
- F. Monitor Material accounting and prepare monthly/quarterly/project-wise stock reconciliation.
- G. Represent the organization externally, as necessary, particularly in banking and lease negotiations. 8. For raising loans/leases for Assets, unsecured loans, and other loans from time to time as required.
- H. Maintain outstanding banking relationships and strategic alliances with banks and financial institutions.
- I. Liasoning with banks and financial institutions.
- J. Liasoning, documentation, and follow-up with the Credit rating agency for Credit Rating upgradation and renewal.

3. Operations :

- A. Provide analytical support to the management team including the development of internal management reporting capabilities.
- B. Improve administrative and operational accounting services as and when required.
- C. Develop and maintain a departmental budget for the business units.

4. Coordination for systematic Administration, and Operations of the Department:

- A. Coordinating with the other departments to ensure proper departmental functioning.
- B. Review and ensure the application of appropriate internal controls, compliance, and financial procedures.3.Ensure timeliness and accuracy of financial and management reporting data to departmental heads.
- C. Work with interrelated departments to ensure appropriate legal compliance.
- D. Prepare, Review and present management reports on a monthly basis.
- E. Serve as a key point of contact for external auditors; Manage preparation and support of all external audits with respect to taxation and finance.