

## **Manager, Accounts & Finance**

The Manager, Accounts will supervise, track and evaluate day-to-day activities. Accounting manager responsibilities include establishing financial status by developing and implementing systems for collecting, **analyzing**, verifying and reporting information. We are also looking for someone to work closely with our **financial management** team.

### **1. Qualification:**

- Chartered Accountant- Associate Membership of Institute of Chartered Accountants.
- Age: 30 to 45 years.

### **2. Experience:**

- 5 years as Accounts/Finance Manager or Senior Position.

### **3. Job Requirements:**

Manage and oversee the daily operations of the accounting department including:

- Month and end-year process
- Accounts payable/receivable
- Cash receipts
- General ledger
- Payroll and utilities
- Cash forecasting
- Revenue and expenditure variance analysis
- Capital assets reconciliations and capital project bill checking
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Bills, AMCs, Reimbursements checking as per Rules and adjustments of bills
- Assistance to Internal/Statutory Auditors
- Compiling, checking and forwarding of demands raised by different departments.
- Proven working experience as Accounting Manager, **Accounting Supervisor** or Finance Manager
- Advanced computer skills on MS Office, Tally and other accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise

### **4. The above are not exhaustive but only indicative in nature.**