

Department	Finance & Accounts
Position	Mid-Level Position in Finance & Accounts
Reports to	Head – Finance & Accounts
Location	Whitefield, Bangalore
Experience	Minimum 2-4 years
Qualification	C.A.
KEY RESPONSIBILITIES SHALL INCLUDE:	
<p>Accounts Function:</p> <ol style="list-style-type: none"> 1. Maintenance of accounts in SAP Business One & Tally ERP. 2. Preparation of monthly MIS for top management 3. Preparation and closure of annual consolidated and separate company accounts and preparation of documentation for statutory auditors (Big 6 audit firm) 4. Managing communication with auditors to completion of audits 5. Preparation of various subsidiary accounts (audited and unaudited) 6. Preparation of Reports as required by Top Management 7. Liaison with Actuary for valuation of Gratuity and Leave balances. <p>Finance Function</p> <ol style="list-style-type: none"> 1. Coordination of commercial banking relationships 2. Finance Management 3. Compliance with Reserve Bank Regulations 4. Filing of Annual RBI returns 5. Working Capital management 6. Monitoring the investments of the company 7. Managing the cash flow of the Company and the group 8. Coordination with the rating agency for rating of the borrowings 9. Working with the Stock auditors of the Banks 10. Foreign Exchange management including FEMA compliance. 11. Handling forward covers for the Forex. 12. Taking steps to mitigate Forex loss. 13. Leasing of Vehicles and various assets from time to time 14. Financing strategies for new projects and new equipment <p>Secretarial Function</p> <ol style="list-style-type: none"> 1. Preparation of agenda for Board and Members meeting 2. Conduction of quarterly Board meeting 3. Maintenance of Minutes of the Meeting 4. Maintenance of Statutory records 5. Timely filing of various forms with MCA 6. Preparation and filing of XBRL forms. 7. Ensuring compliance of Law in all company transactions 8. Compliance of Company law for all subsidiaries 9. Reply to the notices received from Various government agencies. <p>Income tax</p> <ol style="list-style-type: none"> 1. Preparation of Advance tax estimate every quarter. 2. Working with Tax auditors for tax audit and responses to notices 	

3. Filing of Tax returns
4. Filing the appeals at various levels
5. Transfer pricing study and report compilation
6. Appearing before DRP along with consultants
7. Appearing for Income tax assessments as and when required
8. Compliance with Income tax provisions for the company
9. Computation of TDS for the employees
10. Ensuring proper deduction of TDS from all payments
11. Assisting the group companies with all tax matters.
12. Tax planning
13. Compliance with Tax laws of Overseas subsidiaries
14. Coordinating with the advocates of the company who manage corporate Income tax appeals and providing the required information in appeals.
15. Preparation and issue of Various tax deduction certificates
16. Filing the quarterly and annual TDS returns

Budget exercise

1. Collection of data for the corporate revenue and capital budget
2. Coordination with Marketing team for their inputs
3. Preparation of revenue budget for all subsidiaries
4. Compilation of corporate Revenue and Capital budgets
5. Monitoring the achievement with the Budget month on month
6. Preparation of Budget Vs. Actuals report.

Indirect tax

1. Submission of monthly GST returns.
2. Follow up for the GST refund from Government.
3. Compliance with the various Indirect tax laws
4. Reply to the show cause notices of various Indirect tax laws.
5. Appeal preparation under various Indirect tax laws
6. Coordination with the GST auditor for annual audit

Others

1. Monitoring the Gratuity Trust of the company
2. HR management of the accounts department of the company and group
3. Working out details for Insurance
4. Compliance with the Cost records maintenance
5. Providing details required by the investors.
6. Advising the management from time to time for improvements in systems
7. Assisting the audit team in the year end stock audits
8. Review of the Incentive schemes of various countries and ensuring its compliance

Skills/Background

1. Qualified Chartered Accountant registered with ICAI; Minimum 2 to 4 years' experience post qualification.
2. SAP Business One and Tally ERP knowledge and experience required.
3. English medium school education background
4. Strong verbal and written communication skills
5. Expertise in Microsoft excel
6. Company secretary / Cost accountant background preferred.