

Job Title: Assistant Manager - Compliance			
Business Unit:	Piramal Sarvajal	Domain:	Finance
Location:	Ahmedabad	Band/Grade:	2A
Department:	Finance & Accounts	Last updated on:	21-04-2018
		Degree of Travel required to:	Low
Purpose of Job	To execute compliances for organization as directed by GM-finance & Accounts		
Key stakeholders	External		Internal
	All complaint & regulatory authorities.		Organization ,Management ,Employees
Reporting structure	Role directly reports to		Positions that report into this role
	GM –Finance & Accounts		None
Essential Qualifications	Any company secretary[CS] with 2-3 year of post CS working experience in Compliances and secretarial work		
Essential Experience	<ul style="list-style-type: none"> • Corporate exposure in compliance and secretarial work • Candidate with LLB and exposure in legal will be preferred 		
Competencies	<ul style="list-style-type: none"> • Should be able to handle core compliance • Ability to work in corporate finance and accounts domain • Good in execution of task assigned 		
Decision Making Control	With consultations & post approval of GM-Finance		
Values			
Knowledge	<ul style="list-style-type: none"> • Expertise – we strive for a deeper understanding of our domain • Innovation – we aspire to do things creatively. 		
Action	<ul style="list-style-type: none"> • Entrepreneurship – we are empowered to act decisively and create value • Integrity – we are consistent in our thoughts, speech and action 		
Care	<ul style="list-style-type: none"> • Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders • Humility – we aspire to be the best, yet strive to be humble. 		
Impact	<ul style="list-style-type: none"> • Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. • Resilience - We aspire to build businesses that anticipate, adapt and endure for generations. 		
Key Roles/Responsibilities:			

- Position would handle entire gamut of all compliance like secretarial ,legal, human resources compliances and to prepare minutes ,work on bylaws, compliances of societies, trusts & NGO
- Prepare compliance calendar and weekly review it with GM- finance and give presentation for same.
- Mapping of compliance applicable to the organization vs existing compliances perform by organization, list to be prepared and compliance to be executed .
- E waste management and e waste scrap rules
- Participate and prepare in Quarterly board meeting , Board of governors meeting ,resolution to be pass from time to time and update and execute as per mandates .