

Job Title: Manager - Finance & Accounts [Chartered Accountant]			
Business Unit:	Piramal Sarvajal	Domain:	Finance
Location:	Ahmedabad	Band/Grade:	2A-2B
Department:	Finance and Account	Last updated on:	4-4-2018
		Degree of Travel required to:	Moderate
Purpose of Job	To Manage and assist GM Finance in organisations operations.		
Key stakeholders	External		Internal
	Compliance and regulatory Authorities, and Stake holders		Management & Employees
Reporting structure	Role directly reports to		Positions that report into this role
	<ul style="list-style-type: none"> • GM – Finance 		Accounts team
Essential Qualifications	<ul style="list-style-type: none"> • Chartered Accountant 		
Essential Experience	<ul style="list-style-type: none"> • 4-6 Years of Hand on experience in managing entire Gamut of Finance & Accounts • Well versed financial compliance 		
Competencies	<ul style="list-style-type: none"> • Excellent Interpersonal and soft skills , • Working knowledge of SAP Essential • Advance MS office [specially Excel ,PowerPoint and word Required], • Other Financial Software's preferred. 		
Decision Making Control	<ul style="list-style-type: none"> • 		
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:

- Prepare ,Monitor and execute Periodically deposit e-payments & e-filing return of statutory dues like various GST related, 80G,FCRA,ATG .
- HR Compliance, Commercial Compliance, compliance of all associate firms/entities.
- MIS preparations, Controlling of Project Budget –expenditures, allocation and receivables.
- Preparation all required details and finalization of amount of service tax in the audit conducted by service tax department for calculating service tax liability.
- Ascertain of Advance Tax liability of the Firm & Individual and making payments within prescribed time frame as per the income tax rules.
- Scrutinize and checking of all the ledgers of accounts periodically and prepared report.
- Timely monitoring and completion of accounting & internal auditing system of internal control for the company.
- Looking after fund flow and cash flow statement on daily basis for circulating information to partners.
- Regular payment of vendors and maintain various ageing reports of vendors for different periods.
- Details related to Balance Sheet and Profit & Loss A/c for the finalization of accounts with the auditors.
- Provide details for tax audit & annual filling of return and ensuring compliance with Income Tax Rules and regulation of all firms and entities
- Preparation of various MIS report site wise periodically like status report of accounts, budgeting for various expenses on quarterly and annually basis for the company.
- Finalize the Financial Statement of the company with regard to the requirement of the Revised Schedule VI of the Company's Act and relevant Accounting Standards and Prepared the Audit report.
- Analytical Review of Trial balance and General Ledgers of the Company.
- Actively contribute to improving operational efficiency on external projects & internal initiatives.
- Guide team in achieving dept. mandates & their KRA

Date : 6-4-2018 . Prepared By: Aditya Joshi HR Department ;Amita Shukla

Approved By: _____ Reviewed By: _____