

JOB DESCRIPTION

Job Title	Manager -Accounts
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1. JOB PURPOSE

<ul style="list-style-type: none"> Supervising the day to day accounting, Banking transaction and statutory compliance and preparation of various accounting statements required by senior management..
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2. REPORING TO : Assistant General Manager - Accounts

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
Validation of vouchers relating to accounting department	<ul style="list-style-type: none"> Preparing and Validating accounting vouchers and smoothening the day to day accounting transactions. Updating the records in a systematic manner. Supporting to FRH in day to day requirement.
Bank Reconciliation	<ul style="list-style-type: none"> Reconciliation of bank accounts.
Fund Flow and Cash Flow Statement	<ul style="list-style-type: none"> Maintaining the Fund, cash flows and ensuring the availability of funds to the requisite business activities. Scheduling requisition of Funds/ repayments/ release of funds
Statutory Returns	<ul style="list-style-type: none"> Timely filling of statutory remittances. Attending audit and submitting compliance to audit queries raised by various regulatory authorities.
Vendor reconciliation, Balance confirmation and intermediary accounts reconciliation	<ul style="list-style-type: none"> Reconciliation of vendors and debtors balances against confirmation of balance statements Intermediary Accounts Reconciliation and Branch Reconciliation.
Balance Sheet Preparation	<ul style="list-style-type: none"> Should able to prepare and complete the financial statements independently in compliance with regulatory requirements.

4. MAJOR CHALLENGES

<ul style="list-style-type: none"> Ensuring that all accounting transactions are up to date and all statements/ reports are prepared and submitted on time.
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5. INTERACTIONS

Internal Interaction

The job roles you need to interact with Internally in the organization to enable success in your day to day work

External Interactions

The job roles / entities / forums you need to interact with outside the organization to enable success in your day-to-day work

- Bankers/ Lendors/ Auditors/ Regulators

6. DIMENSIONS

Financial Dimensions

- To ensure that all accounting norms are fully complied with and there is transparency in handling of funds related matters

Other Dimensions

- To constantly update on emerging trends in resources mobilization, market rate of interests/ margins, etc.

7. SKILLS AND KNOWLEDGE

Educational Qualifications

- Graduates with at least 65% marks at the graduation level with a minimum of 3 years experience in the Finance Department in a financial institution of repute. Post Graduates in the respective disciplines will be preferable ideal candidate CA or CA inter with minimum 2 to 4 years of experience.
- Candidates with professional qualification without experience will also be considered.

8. Relevant and total years of Experience

- 3years' relevant experience in a Financial Institution of similar nature.

9. Age Limit

Not above 30 years for external candidates, 27 years for campus recruits and no age limit for internal candidates