

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Manager- Financial Reporting &amp; Compliance</b>
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### **JOB PURPOSE**

Financial support to business areas through financial analysis, budgeting, planning & forecasting; to facilitate decision making and future business strategies.

As a member of NABFINS LIMITED, you will be responsible for providing all aspects of financial support for planning and control. Assist in consolidation and reporting of financial results; preparation of annual budget. Gather, model, analyze, prepare, and summarize information for financial plans, operating forecasts, trended future specifications, etc.; on a monthly, or quarterly or annual basis. Prepares recommendations based on analyzes. May perform revenue and expense analysis, headcount and headcount driven expense analysis at branch center level, tracking of product line revenue, reconciliation of accounts receivable, variance analysis and ad-hoc analysis as needed. You may participate in cross departments programs and projects.

Duties and tasks are standard with some variation. Completes own role largely independently within defined policies and procedures. Strong attention to detail, organizational skills, and analytical skills. Ability to prepare Excel spreadsheets of high complexity. Ability to work in Power Bi.

**Min 4 years of relevant experience in Finance or Accounting preferred.**

### **PRINCIPAL ACCOUNTABILITIES**

- Supervising the day to day accounting, statutory compliance and preparation of various accounting statements as required by senior management.
- Responsible for reviewing day to day trial balance variances
- Gathering and monitoring financial data
- Manage Financial Forecast, Budgeting, Financial Analysis & Reporting
- Managing banking activities, accounting and documentation activities
- Prepares comprehensive explanations for variance analysis for presentation to management
- Managing Tax/Statutory compliance, providing ROC compliance data.
- Attending Audit requirements - Concurrent, Statutory, C&AG, RBI and NABARD Audit.
- Attending to Income Tax Assessment related activities
- Attending to Management reporting
- Ensures all department personals are well trained and effectively using existing CMS software.
- Providing necessary information to Other Departments with respect to loan data relating to financials, projections, provisions and etc.
- Handling various calculation with respect to accounting, budgeting, ledger clarification with third party etc.
- Preparation of working under Ind AS for Financial Statements
- Preparation & presentation of Financial Reports & MIS under IGAAP and Ind AS
- Develop trends and projections for the firm's finances.
- Preparation of Budgets, Funds Flows and Cash Flows for Business Plans and Annual Financials.
- Review financial data and prepare monthly, quarterly and annual financials statement.
- Producing Long term Business Plans.

- Build positive relationships with other departments, auditors and vendors.
- Preparing Financials related Agenda's for Board and Committee of Board and supporting documentation.
- Supervising the Compliance requirement i.e. RBI returns, GST returns, TDS returns, SRO requirements

**Skills Requirements:**

- Experience in the financial sector with previous possible roles such as Financial Reporting & Compliance.
- Strong interpersonal, communication and presentation skills.
- A solid understanding of financial statistics.
- Ability to work and effectively communicate with senior-level business partners.

**Education:**

- Graduates with at least 65% marks at the graduation level with a minimum of 6 years' experience in the Finance Department in a financial institution of repute. CA or CA inter with minimum 4 to 5 years of experience would ideal. Post Graduates in the respective disciplines will be preferable.

**Industry Type:**

Micro Finance

**Department:**

Finance & Accounting

**Employment Type:**

Contract