

Position: Assistant General Manager - Finance & Accounts**Location: - Corporate Office, Pune****Reporting: - DGM – F & A****Job Profile:**

This roll is primarily responsible for hands on periodic MIS, generation of reports on profitability, budget and variance. Preparation of annual accounts Stand alone and Consolidation. Supervision of Payroll Activity, Accounting of Employee retiral funds. Co-ordination with Internal/ External Auditors.

Key Accountability	Major Activities/ Tasks
<ul style="list-style-type: none">MIS & Finalisation of Accounts of Group	Periodic MIS, generation of reports on profitability, budget and variance. Monthly provision verifications. Variation analysis with budget, forecast. Preparation of month inventory qty reconciliation
<ul style="list-style-type: none">Accounting Standards	Ensure preparation of accounts as per the policy and accounting standards. Communicate to people regarding changes in accounting standards and policies and monitor the compliance.
Due diligence and QIP related activities	Support in due diligence activity of group.
Fixed Assets Supervision & payroll accounting	Supervise fixed assets accounting, capitalization. Preparation of schedules. Support payroll team and review ledgers.
<ul style="list-style-type: none">Quarterly and Annual Accounts audit	Prepare balance sheet with schedules and P&L Accounts. Preparation of consolidated accounts etc. as required in annual accounts as per the statutory requirement. Preparation of notes to accounts, cash flow and key role in preparation of annual reports.
Co-ordination with Auditors	Handling Internal and External Auditors with their audit query and smooth closure

Education Qualifications / Total Years of Experience

- Chartered Accountant with 8-12years of experience

Technical/Functional Expertise

- Knowledge of related statutory compliances.
- Knowledge of Profitability Analysis.
- Preliminary knowledge of other commercial laws.