

FINANCE SUPERVISOR (S6)

2023/L/AISATS/HRD/0003/00/FIN

JOB PURPOSE & SPECIFIC RESPONSIBILITIES

Account Receivables

- Confirmation of contractual rates in BOS as per contractual agreements Ensure approved rates are used for billing.
- Authorization of invoice on monthly basis for all Customers.
- Review & Verification of debtors ageing reports on a periodic basis
- Customer Balance Confirmations and reconciliations periodically on a monthly basis.
- Responsible for assisting auditors in connection with financial statements
- MIS reports to statutory agencies.

Account Payable

- Payroll processing and preparation of documents relating to salary on a monthly basis
- Month on month reconciliation of payroll and addressing queries
- Payment processing including verification and authorization of various bills
- Bank Reconciliation Statement and Bank Balance report on a weekly basis
- Ensure all vendor payments are on time as per agreed timelines.
- Balance confirmation from Vendors periodically
- Review of books of accounts/ledger in order to ensure proper accounting entries
- MIS reporting on monthly & weekly basis as required by management
- Fixed Asset Register
- Fixed Assets- capitalization and depreciation run of fixed assets on monthly basis
- Maintain a control over movement of assets and monthly FAR Report.

Taxation

- Collection of IT declaration form from employees & related entries in BOS
- TDS- monthly preparation of TDS data & reconciliations periodically
- PF reconciliation – monthly reconciliation of the PF challans with financial records
- Service tax- monthly preparation of data and the payment reconciliations on a monthly basis

Other Responsibilities

- To facilitate the BU/ Sr Manager Corporate in the discharge of his/her duties
- Maintain cordial relationship across all functions to improve performance and efficiencies of systems and processes
- Facilitate in the Administration and upkeep of finance department
- Responsible for assisting auditors in connection with financial statement

- Responsible and accountable for overall quality, safety and security of operations in the assigned area of work.
- Responsible for reporting to his supervisors' occurrences, events, violations and acts that may affect safety, security and company reputation.

EDUCATIONAL QUALIFICATION

- B.com graduate with 7-10years experience
- MBA (Finance)/ CA (inter) with 3-7 years' experience
- Any aviation related certified course.
- Computer savvy.

RELEVANT EXPERIENCE

- Minimum 5-7 years of accounting experience
- Exposure in in aviation industry would be an additional advantage
- Must have supervisory or team handling experience

PERSONAL CHARACTERISTICS & BEHAVIOURS

- Demonstrate excellent supervisory and leadership skills
- Good communicator and able to relate to all levels of staff with excellent interpersonal skills
- Fluency in written and spoken English
- Ability to work in high pressure situations and deliver in the test of time.
- Ability to think logically, in addition to managing operational pressure
- A problem solver, with the ability to make quick decisions based on available facts.
- Ability to lead a team of 5 or above.
- Commercial acumen and dealings
- A team worker and a team leader and ability to lead from the front.

Reporting Officer	
Signature of the Employee/Date	