

MANAGER - FINANCE (M1)

2023/L/AISATS/HRD/0006/00/FIN

JOB PURPOSE & SPECIFIC RESPONSIBILITIES.**Account Receivables**

- Confirmation of contractual rates in system 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 CFO/ BUFH/ 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 statements
- Responsible and accountable for overall quality, safety and security of operations.
- You will be responsible and accountable to make necessary operational decisions related to safety and security matters at all times whilst on duty.

EDUCATIONAL QUALIFICATIONS

- B.Com with at least 5-10 years’ experience
- CA with at least 4 years’ experience

RELEVANT EXPERIENCE

- Exposure to Accounting and Reporting of 3+ years is a must
- Excellent communication & presentation skills
- Working knowledge of ERP and process understanding,
- Experience in a multi-location, multi divisional set up with exposure to tight time schedules
- Ability to work under pressure.
- Knowledge of commercial laws and its application to service industry particularly aviation sector would be an added advantage.

PERSONAL CHARACTERISTICS & BEHAVIOUR

- High level of commitment and Integrity is a must.
- Demonstrable Leadership skill is an advantage.
- Leadership skills
- Should be able to manage a team of at least 4 to 5 people.
- Internal Interactions: Inter-location coordination, peers, superiors and subordinates & senior management personnel
- External Interactions: Consultants / Auditors, Banks, Vendors, Customers, Statutory authorities
- Responsible and accountable for overall Quality, Safety and Security of operations.

Reporting Officer	
Signature of the Employee/Date	