

Role- Senior Finance Manager

Location- Gurgaon

Employment Type- Full Time

Principal Duties

Division Management

- Perform leadership role in the managing and supervision of Finance organization.
- Set up Division's framework, strategies and objectives, also make business plans by yearly and mid to long term base and performs all managerial functions of Division level including managing, approval and evaluation.
- Manage the activities of department each member and lead each member to align with department objectives in detail.
- Supervise daily financial operation, payment execution, cash flow forecasting, investment, bank relations, preparation of credit policy, investment policy, corporate credit card policy and accounting policy (as required). Contact and communicate with internal and external stakeholders to accomplish Division objectives.
- Direct the country financial activities including reporting, treasury, accounting, taxation, safekeeping and disbursements of all corporate funds and negotiable instruments

Controller

- Perform an oversight of wide range of professional accounting tasks under no supervision, include but not limited to Accrual, Payroll accounting, Tax Compliance, Treasury Services, Accounts Payable, Accounts Receivables, and Reconciliation, monthly closing, General Ledger, Financial Reporting, Contract Review, Planning and Budgeting, Cost Allocation, etc.
- Lead the issuance of the monthly and annual Financial Statements.
- Lead and supervise payment documents and review contracts and agreements to ensure the payments accuracy.
- Lead and supervise billing/invoice, collection and reporting activities according to the policy and procedures.
- Maintain Chart of accounts. Determine the classification of expenditure (Expenses vs. Capital) according to the accounting policies and procedures.
- Lead and supervise the monthly reconciliation report, month-end closing, and financial and management reports. Approve personally highly confidential payroll, tax and other matters.
- Maintain and update Accounting Instructions and procedures used internally by the office.

Treasury

- Lead and supervise the receipt/payment instruction according to bank requirements.
- Lead and supervise petty cash and bank account management according to the policy and procedure.
- Update and maintain specified receipt/payment log and bank database.
- Lead and supervise month-end closing of bank account summary.

- Lead and supervise proper documentation necessary for international transfer in accordance with the governmental regulations or auditing purposes.
- Lead and supervise the filing of bank statements, debit/credit notes and other required documentation.
- Prepare Cash Forecast Statement and Cash Analysis.

Experience & Skills

- Min. 19 years of diversified experience in corporate financial accounting or tax accounting or equivalent.
- Qualified CA.
- Thoroughly familiar with country and the regional corporate tax laws; compensation and accounting policies, procedures and practices, as well as their background and internal application; Accounting system, Experience in Success factor.
- Fluent in English communication.
- Excellent written and verbal communication skills