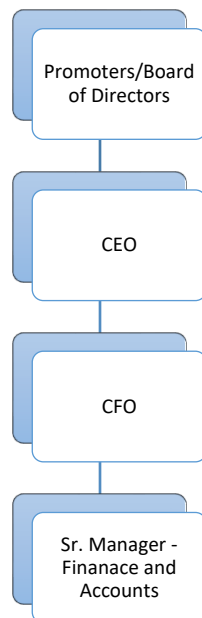

JOB DESCRIPTION

Designation	Senior Manager - Finance and Accounts
Job Responsibility Level	Middle Level Management
Department	Finance and Accounts
Reporting Manager	CFO
Location	New Delhi

1. JOB PURPOSE

The Senior Manager - Finance & Accounts will be responsible for overseeing all financial operations, including accounting, budgeting, forecasting, audit, compliance, Taxation (GST & Income Tax), and financial strategy. The ideal candidate should possess strong analytical skills, leadership qualities, and a strategic mindset to support business growth and financial sustainability.

2. ORGANISATIONAL CHART



3. KEY ACCOUNTABILITIES

Accounting & Reporting:

- Oversee day-to-day accounting operations including Trade Payable and Receivable and ensure compliance with applicable accounting standards (Ind AS, IFRS).
- Ensure timely preparation of monthly, quarterly, and annual financial statements.
- Maintain accuracy and integrity of financial data across systems.

Taxation & Compliance:

- Ensure compliance with direct and indirect tax laws, including GST, TDS, and Income Tax.
- Liaise with Auditors, Tax consultants, and regulatory bodies as needed.
- Keep abreast of changes in the Tax legislation and implement necessary changes.
- Managing notices, appeals, and assessments issued by government authorities

Audit & Internal Controls:

- Coordinate Statutory, Internal, and Tax audits.
- Establish and monitor Internal Financial controls and systems to safeguard company assets.
- Mitigate financial risk through sound governance practices.

Financial Strategy & Planning:

- Develop and implement financial strategies aligned with company objectives.
- Lead the annual budgeting and financial forecasting process.
- Deliver financial insights and analysis to support senior management decision-making.
- Understanding of FEMA and RBI compliance and procedures with regard to handle payments to foreign consultants, contractors, service providers etc.
- Formulating budgets and Supervising the preparation of periodical MIS reports.

Vendor Management:

- Overseeing negotiations with insurance brokers for risk coverage, premium finalization, and efficient lodgment and settlement of claims.
- Leading negotiations with Operations, Marketing, and Sponsorship agencies in relation to WPL/IPL engagements.

Cash Flow & Treasury Management:

- Monitor cash flows, working capital, and fund requirements.
- Manage relationships with banks, financial institutions, and other stakeholders.
- Evaluate funding options and assist in raising capital if required.

Team Management:

- Lead and mentor the Finance and Accounts team.
- Ensure continuous learning and development, and succession planning within the department.

- Any other responsibilities assigned by the Management.

4. SKILLS AND EXPERIENCE

- Professional qualification - CA / CWA
- 8 to 12 years of progressive experience in Finance and Accounts, with at least 3–5 years in a leadership role.
- Strong knowledge of Indian accounting standards, taxation, and financial regulations.
- Proven experience in budgeting, forecasting, and financial modelling.
- Proficiency in Tally and MS Excel.
- Excellent communication , analytical and interpersonal skills.
- Ability to work in a fast-paced, dynamic environment and manage multiple priorities.