

Head- Accounts, MIS & Compliances

**Qualification – Chartered Accountant/ Cost Accountant
Experience – 10 – 15 Years (Preferably in Service Industry)
Reporting to Chief Financial Officer**

- Have prior experience in working for a mid sized organisation managing a large team of finance professionals.
- Build & manage a strong finance team of highly efficient and qualified members who are prepared to face any pressure in terms of volume and always shoulder for the growth of the organization.
- Exposure in designing and implementing systems, policies & procedures to facilitate internal financial control.
- Establish internal financial processes ,controls and reconciliation of the same besides sorting discrepancies. Maintain sound cross functional relationship with business and support functions.
- Ensure compliance to IGAAP/IND-AS/IFRS. Responsible for monthly/quarterly /yearly closing & finalization.
- Ensure smooth conduct of audits (Internal/external) through coordination with (internal/external) Auditors and resolutions of the issues identified by them. Evaluate and implement strong risks and internal controls processes so as to ensure full compliance to corporate guidelines on prudent management principles.
- Spearhead the budgeting process across Org and ensure that the Annual plan are prepared and approved by the Board in time.
- Formulate Revenue and Capital Budgets for the Business, conducting monthly appraisals of Actual Performance vs. Forecast, analyzing variance and suggesting corrective actions in case of negative variances.
- Support the business to meet the top line and bottom line objective.

- Develop, review and generate MIS reports regularly to facilitate decision making and instrumental in designing an integrated MIS for various entities.
- Establish an effective system in place to track the projects from “Order to Bill” (Project tracking/ validate the spend/ control cost/ timely billing) . Maintain DSO (days sales outstanding) at minimum level.
- Manage vendors and suppliers payment including processing of all bills..
- Ensure timely processing and disbursing of salary to internal employees and proper updating of tax records.
- Ensure effective compliance with both direct & indirect taxes including corporate tax, personnel tax, value added taxes, service tax, excise duty and other applicable taxes.
- Train the team on the various issues like IGAAP/ IND-AS, direct taxation, indirect taxation and any new relevant amendments took place in various laws.
- Co-ordinate with tax advisors and company secretary with reference to various compliances and pending tax cases of all companies.
- Support CFO in presentation of accurate and timely data to Board of Directors.