



*One of India's leading producers of fertilizers and industrial chemicals,*

### **JOB DESCRIPTION**

*Designation: Manager – Finance & Accounts*

*Function: Finance & Accounts*

*Location: Srikakulam Unit*

*Sector: Manufacturing*

*Purpose of the Job:*

**Overview/ Responsibilities: As a Manager – Finance & Accounts, you will be expected to:**

<b><i>Key Accountabilities for the position</i></b>	<b><i>Major Tasks for the position</i></b>
Pay Roll Accounting	<ul style="list-style-type: none"><li>• Payroll Processing and management for SRKL operations including Full &amp; Final Settlements.</li></ul>
<ul style="list-style-type: none"><li>• Statutory Compliance's</li></ul>	<ul style="list-style-type: none"><li>• Payment of Statutory dues i.e. TDS on Salary by 7th, PF by 15th &amp; PT by 25th of every month respectively along with data compilation for filing of returns.</li><li>• Issue of Form 16 to the employees &amp; Form 16A to the Vendors within one month after the close of the financial year, i.e. on or before 30th April.</li><li>• Sales Tax / GST Appeals.</li><li>• Liaisoning with Taxation Officials</li></ul>

***“We believe together we can achieve excellence! “***



<ul style="list-style-type: none"> <li>• Cash Management</li> </ul>	Cash Management including ensuring no overdue suspense.
<ul style="list-style-type: none"> <li>• Financial Accounting</li> </ul>	Monthly closing of Books of Accounts. Co-ordination with Statutory / Internal Auditors .
<ul style="list-style-type: none"> <li>• Agenda driven by Unit or Corporate Finance</li> </ul>	Any agenda driven by Unit or Corporate Finance.
<b><i>Educational Qualifications</i></b>	<b><i>Total years of experience</i></b>
<ul style="list-style-type: none"> <li>• ICWAI or Chartered Accountant</li> </ul>	<ul style="list-style-type: none"> <li>• 5+ years of experience in similar Industry / Manufacturing Sector</li> </ul>
<b><i>Technical /Functional Expertise:</i></b>	
<ul style="list-style-type: none"> <li>• Good understanding of Accounting Standards.</li> <li>• End use of Knowledge of SAP.</li> <li>• Knowledge of Sales Tax/ GST/ MVAT/ Excise/Service tax /Income Tax rules</li> <li>• Systematic planning and advanced use of excel, word, power point.</li> <li>• Knowledge of EXIM Policies and FEMA Act.</li> <li>• Good communication skill.</li> <li>• Working in team</li> <li>• Good analytical and troubleshooting skill.</li> </ul>	

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