

	<p align="center">JOB DESCRIPTION</p> <p align="center">(TO BE ISSUED BY HRD TO ALL STAFF)</p>	<p align="center">JD/HR</p>
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JOB SPECIFICATION	
JOB TITLE	Manager - Finance & Accounts
EDUCATION	Post Graduation: MBA in Finance/ Chartered Accountant
ADDITIONAL QUALIFICATION	-
SKILLS REQUIRED	<ul style="list-style-type: none"> • Job competence. • Quality and Safety consciousness. • Commitment & initiative. • Adherence to work ethics, dependability.
ADDITIONAL SKILLS REQUIRED	-
EXPERIENCE REQUIRED	8 + Years of Experience
DEPARTMENT & LOCATION	Finance & Accounts & Mumbai
POSITION REPORTS TO	COO
JOB DESCRIPTION (MAIN JOB TASKS)	
<ul style="list-style-type: none"> • Management of the finance function and overseeing the finance team. • Preparation of budgets, forecasts and cash flows • Maintenance of financial ledgers and accounting processes • Preparation of Monthly Consolidated P&L and Balance Sheet • Timely production of statutory and internal financial reports • Financial modelling and analysis • Cash management and treasury duties • Ensuring that appropriate systems and internal controls are implemented and maintained. • Overseeing the Payroll process in terms of timely payment of salaries and accounting of statutory liabilities arising out of the Process. • Ensuring compliance to the VAT, Service Tax, Income Tax, Luxury Tax & Other Acts under the purview of finance • Overseeing the Financial Planning & Analysis for the Unit • Constantly supporting the P & L Head in terms of Business Finance Functional inputs. • Attending to Statutory, Internal & Tax Audit for the unit. • Identifying and recommending potential operational efficiencies and improvements to working practices and procedures this would include Financial and business and could cover IT. • Other responsibilities regularly assigned to the Financial Controller include payroll, insurance policies and cover and the management of book debt. • Maintenance of Books of Accounts for the Unit • Submitting Monthly MIS to the Board & Management • Overseeing the Finance Function and Team • Supporting The P & L head in terms of Reports & Other Financial Advice • Team Building & Training 	
GENERAL COMPETENCIES	

- Job competence
- Quality and Safety consciousness
- Commitment & initiative
- Initiative, punctuality & learning,
- Adherence to work ethics, dependability.
- Interpersonal relations.
- Teamwork
- Communication
- Positive & empathetic attitude
- Computer Skills & Knowledge
- People Management
- Leadership

Kindly share resumes to sarita.s@hcgel.com/ recruitment@hcgel.com

Please Note: This is not an exhaustive list of responsibilities but provides a general guideline of the duties assigned to the position. Job descriptions are dynamic and will change depending on the organizational requirement.

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