

Position	Assistant Manager/ Manager – Finance & Accounts
Location	Patna Office – Kidwaipuri, Near Boring Road
Reporting	Director

The candidate will be part of the Company's Finance & Accounts team and shall lead the Financial Reporting, Indirect and Direct Taxes and Statutory Compliance responsibilities. The candidate shall be based out of Company's Corporate Office in Patna and shall report to Director

I. Job Description:	
Accounting/ Financial Reporting function	<ul style="list-style-type: none"> ▪ Ensure day-to-day accounting and books of accounts of our Clients are maintained as per the generally accepted accounting principles ▪ Yearly accounts finalization and audit support ▪ Formulate, adopt and ensure implementation of Director approved Standard Operating Procedures (SOPs) for all areas of Finance and Accounting function
Liaising with Banks/ Financial Institutions	<ul style="list-style-type: none"> ▪ Bank/ Financial Institutions liaising for the Clients and ensure timely compliance of banks' requirements and maintenance of appropriate records and reports, preparation of financial statements, modelling, CMA data to augment and maintain continuous availability of funds
Direct and Indirect Taxes function	<ul style="list-style-type: none"> ▪ Ensuring month-end compliance such as GST return filing, TDS return filing, PF/ ESI filing, etc timely and in accordance with Standard Operating Procedures (SOPs) ▪ Yearly/ Quarterly return filing (TDS/ GST), Assessments and Appeals drafting; filing
Financial Planning & Analysis (MIS reporting)	<ul style="list-style-type: none"> ▪ Weekly/ Monthly reporting to Senior Management and Directors on financial performance, position, statutory compliance, etc
PF/ ESI/ Professional Tax	<ul style="list-style-type: none"> ▪ Monthly submission of PF/ ESI Challans and filing of Returns ▪ Professional Tax Deduction and Reporting for our Clients

II. Qualification and Experience	
Qualification	<ul style="list-style-type: none"> • CA/ CMA Final Dropout
Experience	<ul style="list-style-type: none"> • 3-5 years minimum post qualification experience ▪ Prior handling of Finance & Accounts function independently is a must

III. Remuneration
CTC INR 15,000 – 30,000 per month

IV. Selection Process
Two-round selection process- (i) On-site Computer Test and Subject Proficiency Test (ii) Director Interview