

JobDescription	
Position	Manager – Finance & Accounts
Department	MPSeDC
Place	Bhopal
Job type	Fixed Term Employment upto 2 years. Extendable based on performance

**Job objective:**

The objective of this job is to ensure daily bookkeeping, accounts payable and receivables, payroll, assistance with end-of-month close, grant reporting, audit preparation, compliance in tax matters, administrative and other related duties as assigned. The Finance & Accounts Manager will work closely with and report to the Officer In-Charge, Finance & Accounts for his/ her day to day activities.

**Primary responsibilities:**

- 1) Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts
- 2) Prepare and maintain cash flow analyses as needed
- 3) Analyse monthly financial statements (balance sheet, income statement, and statement of cash flows)
- 4) Assist in preparing year-end books for audit
- 5) Assist in ensuring statutory compliances including GST
- 6) Ensure operational compliance with policies, procedures and regulations for any all entities
- 7) Process vendor payments and check requests
- 8) Process payroll and report payroll taxes for the organization
- 9) Reconcile bank accounts and general ledger accounts as assigned
- 10) Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule
- 11) Manage the preparation and publication of departmental and organization financial documents
- 12) Collaborate with management on development and execution of funding strategies
- 13) Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles
- 14) Perform monthly, quarterly and annual accounting activities including reconciliations of bank

and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary

15) Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis

16) Perform necessary administrative work pertaining to performing of the above mentioned responsibilities.

<b>Profile</b>	
<b>Education/ Experience</b>	<b>Desirable Skills &amp; Experience</b>
<p><b>Essential Criteria</b></p> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• B.Com with CA (Intermediate)/ MBA (Finance)/ICWA</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>4 years</b> of experience in Financial Management</li> <li>• Good practical knowledge of tax matters and compliances</li> <li>• Excellent Verbal, Written Communication, Interpersonal &amp; Presentation Skills</li> <li>• Sound knowledge of Microsoft Excel, PowerPoint, MSOffice and Tally</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated creative and critical thinking skills</li> <li>• Able to work on multiple projects simultaneously</li> </ul>