

<b>Organization:</b>	CEAT
<b>Position:</b>	Assistant Manager Treasury
<b>Location:</b>	Head Office, Mumbai
<b>Qualification:</b>	Post Graduate (Finance) / MBA
<b>Experience:</b>	3 - 5 years
<b>Grade:</b>	M1
<b>Job Description:</b>	<p><b>Key Purpose of the Job (Position Summary)</b></p> <p>This position is responsible for execution of the Cash Management practices with a clear focus on maintaining healthy cash position for the organization. The position is responsible to assist in optimization of cash available with the company and shall also be extensively involved in assisting and ensuring the smooth functioning of credit rating and project financing activities.</p> <p><b>KEY PERFORMANCE AREAS</b></p> <ul style="list-style-type: none"> <li>✓ Adherence to schedule of Cash flow Forecasting Analysis</li> <li>✓ Daily Fund Management Accuracy and Timelines</li> <li>✓ Adherence to internal compliance</li> <li>✓ Adherence to Audit and Bank Reconciliation schedule</li> </ul> <p><b>Functions And Responsibilities:</b></p> <p><b>1. Cash flow and Banking Operations</b></p> <ul style="list-style-type: none"> <li>✓ Assist in forecasting and planning future cash flows and making arrangements for sufficient reserves along with the TL – Cash Flow and Banking.</li> <li>✓ Ensure orderly and timely management of matters pertaining to individual banks and consortiums.</li> <li>✓ Work on collecting information to ensure successful negotiations and discussions with individual banks and consortiums on details of interest and charges levied by them on funds provided.</li> <li>✓ Ensure effective management of daily cash flow in the company and reporting the same to the TL – Cash Flow and Banking.</li> <li>✓ Ensure execution of methodical processes for collections and for other cash management processes.</li> <li>✓ Ensure accuracy in maintenance of accounts and their utilization that adequate account balances shall be maintained at all times.</li> <li>✓ Seek authorization and recheck on the issuance and printing of cheques and execute the same in an orderly manner.</li> <li>✓ Create daily, monthly and rolling cash flow statements which help in review of the working capital position of the company.</li> <li>✓ Continually follow-up and coordinate with banks for all matters pertaining to transaction and duty payments.</li> </ul>

	<p><b>2. Other Operations</b></p> <ul style="list-style-type: none"> <li>✓ Ensure adherence to systematic set processes for effective debt management with respect to debt servicing.</li> <li>✓ Ensuring the compliance of bill discounting processes and keeping a thorough record of the same.</li> <li>✓ Assisting in systematic management of financial instruments and ensuring the completion of their documentation and records.</li> <li>✓ Ensure co-operation with the credit rating team and provide them with projected financial statements for adroit ratings.</li> <li>✓ Prepare for interaction with several rating agencies and business head to ensure smooth flow of the credit rating process.</li> <li>✓ Support in the preparation for financial discussions and negotiations for new projects keeping in mind their financial viability.</li> <li>✓ Ensure timely servicing of public deposit payments and reconciliation of all public deposit accounts.</li> <li>✓ Support in audit related activities and ensure adherence to audit timelines with respect to Public deposit management.</li> </ul> <p><b>3. Documentation and Reporting</b></p> <ul style="list-style-type: none"> <li>✓ Meticulous preparation of monthly banking reports.</li> <li>✓ Ensure upkeep and track of interest payments, principal repayments, etc. pertaining to loans.</li> <li>✓ Ensuring regular, meticulous and thorough updation of MIS for all cash management and banking activities.</li> <li>✓ Executing standardized documentation of all loans sanctioned for projects.</li> <li>✓ Ensure systematic documentation of all payments with respect to duty.</li> <li>✓ Prepare project reports that outline all financial matters relating to projects.</li> </ul>
<b>Contact:</b>	<p>Interested applicants may send their resume to <b>Mss. Rameshwari B @ <a href="mailto:Rameshwari.Baruy@ceat.com">Rameshwari.Baruy@ceat.com</a></b></p> <p>For any queries call @ <b>Mob. No.: 9167516792</b></p>