

Job description

Suryastone Enterprises Pvt Ltd looking for a highly qualified finance person good years of experience. The incumbent is responsible for implementing accounting systems and processes, preparing monthly financial reports, controlling the master data.

Finance & Accounts

1. Finance

Budgeting, Forecasting, Cost Control

Costing & Profitability Analysis and Management Reporting

Surplus Fund Management in terms of placement of inter-corporate deposits to Corporate

MIS Preparation and Analysis

2. Banking and Working Capital

Preparation and appraisal of working capital proposal

Fixing up arrangements of working capital

Liaising with the banks for speedy Submission/negotiation of documents post Import/Export, and answering queries on discrepancies, etc.

Arranging Letters of Credit and Bank Guarantee

Arrange all the required documentation according to the terms of shipment. (LC, Sight draft or MTT/TT remittance etc.)

Export-Import documentation including preparing documents for pre and post shipments & trade banking.

Arranging Suppliers' Credit and Buyers' Credit

Placement of commercial papers

Liaisoning with Senior Officials of Banks, Financial Institutions etc.

3. Accounts & Audit

Finalization of Accounts, Attending statutory auditors, internal auditors

Stores/ Materials accounting

Tax audit details preparation

GST, Income Tax and other compliance for the company

Debtors' management and credit control

Accounting Standards and their implementation, Insurance Portfolio

Supervising the process of vendor payments

Ensuring compliance with all accounting and reporting requirements, prescribed by relevant regulatory bodies, at all levels of operation;

4. Taxation

Oversee Personal taxation - employees

Oversee Filing of returns and attending tax authorities for assessments and appeals

5. MIS, Budgeting & Costing

Costing - product and process

Budget preparation and Budgetary controls

6. Corporate Planning & Systems

Involved in corporate planning & financial projections

Desired Candidate Profile

Qualified From ICFAI

Knowledge, Skills & Abilities -

Candidate must be fully conversant with Budgeting, Forecasting, Cost Control, Costing & Profitability Analysis and Management Reporting

Candidate must be well versed in dealing with Banks and Financial Institutions

Candidate must be experienced with arranging Project Finance for various projects as well as Expansions etc.

Knowledge of innovative Financing Structures and Funding Mechanisms

Candidate should be smart and articulate with good communication and presentation skill

Problem solving and analytical skills.

Ability to multi-task and meet deadlines.

CTC: 8 – 10 Lakhs annually

To apply, the candidate can share their updated resume with ssilhrd23@gmail.com