

## JOB DESCRIPTION

### JOB INFORMATION:

<b>Job Title</b>	<b>Manager (Accounts)</b>
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### MAIN PURPOSE: (captures essence of the job in brief)

Manage the Finance & Accounts function on sound accounting standards and principles.

### MAIN RESPONSIBILITIES:

1. Responsible for compliance of all Direct Taxes Related matter
  - Income Tax
  - T.D.S.
2. Responsible for compliance of all Indirect Taxes Related matter
  - G.S.T.
  - E-WAY BILL
3. Finalisation of Quarterly Balance Sheet
4. Ensuring Timely Payment to Farmers and Suppliers
5. Ensure Bank Reconciliation of Accounts
6. Preparation of Budget & to Ensure Proper Booking of Expenses
7. Liasoning with Auditors and Consultants
8. Finalisation of Annual Accounts
9. Maintaining Fund Account and Fund Utilization Certificates' of Funds received from various agencies
10. Ensuring timely payment of Salary and benefits to Staff.

### JOB SPECIFICATIONS:

<b>Skills/ Attributes: Technical</b>	Accounting of a professionally managed financial institution, bank or in a corporate set-up.
<b>Skills/ Attributes: Managerial</b>	Computer applications, analytical aptitude, leadership, problem solving aptitude.
<b>Education:</b>	The incumbent should be CA/ICWA with minimum 5 years relevant experience, preferably in financial institution/banks or in corporate set-up.