Job Description

Job Title	:	Dy. Manager / Assistant Manager – F&A	Job Location	:	Patiala
Position Reports To	:	Finance Officer	Date Verified	:	

Main Purpose

Responsible for Accounts Department functioning, monitoring & controlling all the related activities and preparing financial statements, budgets, audits, statutory compliances and MIS reports at the pre decided intervals with due accuracy and analysis.

Qualification	M.Com from recognized institute / university with minimum 60% marks. MBA Finance; CA; Inter CA will also be considered.
Experience	Minimum post qualification relevant experience of 10-12 years
Competency	Financial Acumen, Hunger and Passion to learn, Inquisitiveness, Creativity & Innovation, Excellent inter-personal & networking skills, Excellent communication skills - both written and verbal. Presentation skills, Planning and Organizing skills,

Relationships

- **Reports To:** Finance Officer
- **Internal Relationships:** Closely works with Department employees, Employees & Students.
- **External Relationships:** Suppliers, Contractors

Specific Accountability & Job Responsibility

- Support Finance Officer in preparing budget of the department, by providing inputs on various areas.
- Overall Monitoring & Controlling all the activities within his area.
- Approving all the vouchers (Cash/JV/Bank)
- Providing MIS & Budgetary and other financial statements to Finance Officer
- Preparing Balance sheet & Profit & Loss A/C on Monthly, Quarterly and Annual basis and analysis thereof.
- Monitory & performing Cash Flow Statements on Weekly, Monthly and Quarterly basis.
- Ledger scrutiny & ensure zero outstanding.
- To get internal & statutory audits completed under the guidance of Finance Officer.
- Ensuring statutory compliance, timely submission and filing of all Returns etc.
- Implementation procedures / systems as per corporate policies; to ensure smooth functioning of the department.
- Ensure timely account reconciliations of Creditors, Debtors, Banks and other accounts and confirmations.
- Verification of Payroll, contractors' bills and other due payments to ensure timely release of dues & ensure correct entries in ERP.

Compensation

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 25th May 19.