

## **Position: Sr. Manager (Finance & Accounts)**

### **Role Summary:**

The job role is responsible for overseeing all financial operations within the institution, including budgeting, financial reporting, accounting practices, internal controls, and compliance, ensuring the institution's financial health while aligning with institutional goals, working closely with the CFO to make informed financial decisions. The position will hold functional responsibility over accounting, accounts payable, accounts receivable. The position will also be responsible for ensuring that the systems and procedures are in place to support account office needs on day to day basis and conducting flawless audits.

**Qualification & Experience:** Chartered Accountant with a minimum of 5 years experience.

**Age Limit:** below 45 years

**Reporting:** Chief Financial Officer

### **Job Description:**

- Overseeing all accounts, ledgers, and reporting systems ensuring compliance with appropriate accounting standards and regulatory requirements.
- review and verify invoices from vendors, ensuring accuracy before processing payments, which includes tasks like checking for discrepancies, confirming pricing, and ensuring proper approvals before initiating payment.
- Maintaining internal control and safeguards for receipt of revenue, costs, and programme budgets and actual expenditures.
- Coordinating all audit activity.
- Supporting the CFO in smooth functioning of the Vertical and providing all information and data for various requirements i.e. Board Meeting, Finance Committee meeting, etc.
- Financial reporting: Preparing and maintaining financial reports, such as balance sheets, cash flow statements, and profit and loss statements
- Ensuring compliance with income tax, GST, TDS, and other regulations
- Technology savvy: advanced knowledge of accounting and reporting software
- Providing leadership in strengthening internal communications with staff at all levels throughout the organization; and promoting a positive and supportive work environment.

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