

### **JOB PROFILE OF Manager - Accounts**

<b>Field</b>	<b>Desired Profile</b>
<b><u>Organizational</u></b>	
Title of Position	Manager - Accounts
Function	Accounts & Finance
Location	Head Office – Mumbai (Fort)
Grade / Salary Band	Manager
Experience (No. of Years)	7 /10 years
<b><u>Personal Profile</u></b>	
Age	Upto 35 years
Qualification – Undergraduate/ Graduation / Diploma Course / Post Graduation	CA/Inter CA (with not less than 10 years experience)
Institute – Premier/ A/B/C Category	No Preference
<b><u>Professional</u></b>	
Job Responsibilities	<p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>➤ Overall responsible for accounts functions of the organisation at corporate level in SAP environment.</li> <li>➤ Supervision of multi location accounting and consolidation.</li> <li>➤ To handle the accounting work upto B/Sheet finalisation.</li> <li>➤ Monthly Balance sheet and profit &amp; loss account.</li> <li>➤ Liaison with statutory auditors and do all the compliance for the finalization of accounts.</li> <li>➤ Management of payables &amp; receivables</li> <li>➤ Compilation of periodical projections &amp; Financial Analysis</li> <li>➤ Setting up of formats and time schedules for various reports.</li> <li>➤ Ledger Scrutiny</li> </ul>
Desired Competencies / Skills	<ul style="list-style-type: none"> <li>➤ Balance sheet finalisation</li> <li>➤ Good oral &amp; written communication skill</li> <li>➤ Managing team of people</li> </ul>
Desired IT / Computer Skills	<ul style="list-style-type: none"> <li>• Working knowledge in SAP</li> <li>• Good command in Excel</li> </ul>
Preference – Language / Geographical / Industry Base	Preference to Local Candidate having experience in pharma industry-
CTC	Rs. 7 lacs p.a.