
Assistant Manager Budget & Finance

Qualification: CA (Inter)/ACCA/ACMA with 3 years relevant experience or Masters in Finance M.COM/MBA with 5 years of relevant experience.

Experience: Experience of BIG 4 shall be given preference.

Age Limit: 35 years

Responsibilities

1. Prepare project-wise costing and budget for all new initiatives taken by the Company and monitor the utilization on actual basis.
2. Prepare monthly, quarterly and annual Budget variance of the company and highlight variances with justifications, comments and remarks and in case of any revisions or re-allocation within heads and sub-heads.
3. Maintain an updated list of outstanding Receivables and Payables and submit periodic reports. At the end of month, a Monthly Receivables and payable Ageing Report shall be prepared.
4. Maintain project-wise detail of anticipated outflows and monitor the liquidity position and status of receivables and payables for proper fund management.
5. Maintain the Accounts Payable Subsidiary Ledger, including inputting all supplier transactions, and update list of outstanding receivables.
6. Ensure all payments amounts & records are accurate.
7. Verify items billed against items ordered and received and reconcile the differences.
8. Responsible for maintain a record of advances to suppliers contractors, employees, etc. to ensure their timely adjustment and recovery.
9. Verify the bills, invoices and annexures for errors and casting mistakes, and also ensure proper withholding of applicable taxes.
10. Ensure monthly Bank Reconciliation Statements are prepared and approved by authority.
11. Ensure cheques are prepared accurately as per payment approved by the CFO or CEO and dispatched/ delivered through an appropriate medium on timely basis.
12. Check all receipt and payment vouchers (i.e. CPV/BPV/BRV/CRV) for proper annexures, approvals, calculations and appropriate system entries.
13. Account for all pending reimbursements, TA/Das, advance adjustments and other deductions to be made in the salaries.
14. Any other tasks as may be assigned by the Head of Department