

JOB DESCRIPTION

Job Title/ Position	(Sr.)Manager in Band 2A/B
Department	Finance & Accounts-EC
Job Location	This will be on hybrid mode, requiring presence in office as per requirement. Preference will be given to candidates from Delhi, Mumbai, Hyderabad, Ahmedabad.
Reporting to	Director-Finance
Qualification	Master’s degree in Accounting, Finance, or a related field. Professional certifications (e.g.CA, CMA, CPA, or equivalent) preferred.
Age Group	28 to 40 years
Budget	As per max applicable for Band 2
Experience & requirements	<ol style="list-style-type: none"> 1. Proven experience of preparing & maintaining books of accounts of a NGO. Guiding all departments for necessary procedure to be followed to ensure compliances. Periodic review of books, compliances and reporting to management on quarterly basis for non-compliances. 2. In-depth knowledge of TDS, GST and other relevant statutory requirements. 3. Strong analytical and problem-solving skills with attention to detail. 4. Ability to work under pressure and meet strict deadlines. 5. Well versed with the nuances of Social Sector Financial Management. 6. Exposure to ERP, SAP environment. 7. Excellent communication and interpersonal skills to collaborate effectively with internal and external stakeholders. 8. Expertise in computer applications like MS Office, Accounting Packages, Compliance Tools, MIS Tools etc. 9. Should have experience of handling a small team.
Role Description	We are seeking a highly skilled and experienced Manager to oversee and manage all Entity Controllership related matters for the organization. The Manager will play a critical role in ensuring compliance with applicable regulations & optimizing processes. Your experience in the development sector will enable you to navigate the unique challenges and requirements of all the Non-profit Entities of Piramal Foundation.
Key Responsibility	<ol style="list-style-type: none"> 1. Oversee all company accounts, including taxation & its finalization. 2. Supervise and manage finance department staff, including accountants and, financial assistants 3. Ensure that all financial transactions are properly recorded, filed, and reported 4. Collaborate with Internal Auditors and Statutory Auditors to ensure proper compliance with all regulations and Management of external and internal audits, Support in donor audits. 5. Collaborate with the Internal team (Finance Business Partners and Central Processing) 6. Ensuring periodic book closing 7. Develop financial plans for the company based on research and data reports 8. Examine all financial reports and data closely to check for discrepancies 9. Report to the management with timely and accurate financial information 10. Prepare reports to senior executives, stakeholders, and board members.

For applications, please send updated CV on (Mandatory) recruitment.SS@piramalfoundation.org.

Please fill the below form to apply. (Mandatory) <https://forms.office.com/r/RDQASx0anS>

Timeline for application receipt – 29th February 2024.