

Job Description (General Manager - Finance)

Reporting:

- On a day-to-day basis you will report directly to the CEO/Managing Partner
- You will be in-charge of all accounting & financial record-keeping activities

Position Overview:

At the very highest level your broad mandate is:

- **Accounting:** To accurately maintain the Accounting & Financial records of the company which will enable the company, to generate relevant information to the management and to comply with statutory requirements
- **MIS:** To assist the CEO in the development of relevant MIS reports for controlling the business
- **Treasury Management:** To manage Cash & Treasury to target an effective savings in finance costs
- **Budgeting:** To assist the CEO in the development, monitoring, control, reporting & analysis of budgets and in the implementation of any Budgeting tools to achieve this objective
- **Feasibility:** To develop financial models to gauge the feasibility of new ventures and business development
- **IT Implementation:** To actively engage with the outsourced IT provider to implement IT systems & system enhancements (where required)
- **Logistics:** To interact with IT & Logistics to ensure the completeness & accuracy of any needed interfaces with third party and/or affiliate company systems.
- **Inventory & Internal Control:** To ensure that adequate internal controls exist in Inventory Management and proactively interact with Operations to ensure that perpetual inventory counts are conducted smoothly and stocks adjusted periodically
- **Audit:** To ensure that Audits (External and Internal) are conducted in a timely manner and all statutory requirements are complied with
- **HR & Payroll:** To verify the monthly payroll and coordinate with HR to ensure that all statutory requirements are complied with

Scope of Work & Responsibilities:

- **Accounting:**
 - To maintain, update & reconcile all accounts and financial records of the company and ensure that the accounting records are accurate and up-to-date
 - To ensure that Bank reconciliations are completed & are verified on a timely basis
 - To ensure that Vendor Liabilities are settled on timely basis and that reconciliations are done at least twice a year

- To ensure that till takings are banked daily without delay and adequate controls exist to prevent any frauds &/or inaccuracies
- Ensure monthly financial results (P & L, Balance Sheet, Capital monitoring, working capital performance & cash flow). To provide with key and relevant financial performance information to allow meaningful assessment and challenge of the company performance.
- **MIS:**
 - Develop MIS reports which satisfy the requirements of being ACCURATE:
 - *Accurate*
 - *Cost beneficial*
 - *Comprehensive*
 - *User Friendly*
 - *Relevant*
 - *Authoritative*
 - *Timely &*
 - *Easy to use*
 - The MIS reports should be circulated before 5th of the succeeding month
 - Coordinate with IT Services provider to develop relevant information cubes in Business Objects software to generate MIS
- **Treasury Management:**
 - To manage the Inflows and Outflows in the various bank accounts of the company
 - To target an effective savings in finance costs by ensuring that idle funds are not left in the banks
 - To hedge the Foreign currency exposures with appropriate hedging strategies
- **Budgeting:**
 - To coordinate with all the departments and actively develop the company's annual & financial budget
 - To deliver the budget to the management with all the supporting schedules and explanations
 - To ensure that monthly management reports highlight variances from budgets and that budget forecasts are updated periodically
- **Feasibility Studies:**
 - To develop relevant Financial models in spread sheets to gauge the viability of new business ventures and expansions from the commercial and financial point of view
 - To be well versed in the use of basic DCF techniques for project evaluation and use them in the financial models

- To have working knowledge of commercial issues to assist the CEO in interpreting the feasibility studies to make informed decisions
- **IT Implementation:**
 - IT implementation would be done by an outsourced, IT Company.
 - To interact with the IT Company and interpret the requirements from the Finance & accounting point of view, to ensure that the implementation would cater to the needs of the accounting department
 - To be the custodian of the Master Chart Of Accounts of the company and to ensure its integrity
 - To be involved in the implementation of the other modules of the ERP system (other than just Finance)
- **Logistics:**
 - Logistics would be an handled through an outsourced Logistics provider
 - To interact with the Logistics manager and the Logistics provider and ensure that needed interfaces with third party and/or affiliate company systems is effectively implemented
- **Inventory & Internal Control::**
 - To coordinate with IT and Operations department and ensure that perpetual inventory counts are conducted smoothly, proper procedures are followed and stocks are adjusted periodically
 - To Coordinate with the auditors to ensure that the inventory counts are overseen and approved by them
- **Audit:**
 - To ensure that the audits are completed on time and the audited financials circulated to all stakeholders
 - To ensure compliance with all statutory requirements
 - To co-ordinate with relevant CA firms and ensure the tax returns are filed on time and any queries from the tax authorities are promptly handled
- **HR & Payroll:**
 - To liaise with HR and ensure timely disbursement of the monthly payroll
 - To ensure that all statutory requirements concerning the payroll viz: PF & Gratuity calculations, ESI, taxation and such other issues are dealt with on a timely basis and any queries from the authorities/auditors are satisfactorily dealt with.
 - Work with payroll system vendor, IT & HR and ensure that payroll system is integrated with the back office systems

Key Requirements:

- Experienced Finance Professional – Preferably a CA with not less than 10 years experience

- Experience in managing a team of accounting staff
- Retail experience helpful but not required.
- Highly control oriented, with the ability to implement systems & procedures.
- Organizing, Administration and Analytical skills
- Strong conflict management / problem solving skills
- Ability to work proactively, independently and also co-ordinate cross functional efforts.
- Strong written and oral communication skills.
- Excellent Skills in MS-Excel

Competencies:

- Excellent Numerical Ability
- Approachability
- Conflict Management
- Pragmatic Approach
- Integrity & Trust
- Priority Setting
- Problem Solving
- Time Management
- Interpersonal Savvy
- Result driven
- Planning & Organizing