

Company	European Pharma MNC
Job Title	Finance & Compliance Manager - India
Location	Mumbai

Job Summary

I. Accounting

- i. Managing Accounts receivable – Local (Commercial operations) and Overseas (Bangalore)
- ii. Coordination with Genpact and managing them on payable/general ledger etc.
- iii. Statutory Compliances
- iv. Managing Treasury related transactional functions, self and with Genpact
- v. Other Reporting compliances as required for Internal reporting
- vi. Any new project implementation active participation for accounting & finance related matters

II. Taxation

- i. GST compliances
- ii. Direct Tax return filings
- iii. Attending the queries on tax assessments
- iv. Tax impact insights on any business proposals or revisions in tax structures – supported by external counsel where appropriate
- v. Coordination with Global Tax for Legacy tax cases (before FY 2016-17)
- vi. Tracking newer amendments in tax and implementing where required

III. Legal

- i. Regular local legal compliances
- ii. Annual legal compliances
- iii. Agreements renewals wherever needed
- iv. Liaising for legal cases, as & when applicable

IV. Treasury

- i. Coordination with Global treasury
- ii. Coordination with bankers
- iii. Keep up to date records of bank

V. Responsibilities specifically as director

- i. One point contact for the internal stake holders
- ii. Signatory for the financials adoption,
- iii. Local representative for externals
- iv. Business case evaluations in case of new projects
- v. Point of contact for Dr. Reddy's for the future coordination

VI. Limited responsibility to handle budget submissions

Major Accountabilities

I. Accounting

- i. Managing Accounts receivable – Local (Commercial operations) and Overseas (Bangalore)
- ii. Coordination with Genpact and managing them for the following:

- a. Accounts Payable: Local & overseas
- b. General ledger reconciliation
- c. Bank reconciliations
- d. Creation of Stock Purchase Orders and booking the invoices thereof
- iii. Statutory Compliances:
 - a. Preparation of yearend accounts and dealing with Statutory auditors for the queries, for December end and tax accounts for March end
 - b. All the statutory payments in time like PF, PT, GST, TDS
- iv. Managing Treasury related transactional functions, self and with Genpact:
 - a. Forex
 - b. FD/interests/Transfers
- v. Other Reporting compliances:
 - a. Tracking Paid on time Operational expenses Tracking
 - b. Internal audit requirements – half/full yearly
 - c. Any other relevant reporting compliance
- vi. Active Participation in the project implementation like SRM/VIM, by providing necessary data, trainings to the new learners

II. Taxation

- i. GST monthly compliances: GSTR1, GSTR6, GSTR3B as well as any updates
- ii. Tax return filings: Withholding Tax Return: Quarterly; GST Audit & Return: Yearly
- iii. Attending the queries on tax Assessments: As & when Required provide information to Tax authorities.
- iv. Assessing the tax impact with the revision in tax structures, impact of tax on any new business proposal:
 - a. Understanding the applicability
 - b. Calculation of monetary impact
 - c. Risk assessment and possible solutions thereof (with the help of tax consultants, wherever necessary)
- v. Supporting Global Tax team for the old cases (before FY 2016-17):
 - a. Tracking tax notices direct tax, indirect tax,
 - b. Liaising with tax consultants and global tax team, as needed for the responses
 - c. Providing data to tax consultants from company's side
- vi. Checking for newer amendments in Acts and coordinating for necessary implementation

III. Legal

- i. Regular local legal compliances like maintaining board minutes, KYC renewals etc. with the help of local legal on retainer basis
- ii. Annual compliances like AOC2, AOC4, MGT7 etc. with the help of legal studio appointed globally
- iii. Agreements renewals wherever needed with help of global legal department
- iv. Liaising for legal cases, as & when applicable,
 - a. A case of old employee
 - b. Tax cases with the help of designated lawyers in coordination with income tax consultants and global tax team

IV. Treasury

- i. Coordination with Global treasury to follow global guidelines
- ii. Coordination with bankers for various purposes like obtaining EBRCs, funds management (within framework of global treasury guidelines), credit cards etc.
- iii. Keep up to date records of bank signatories, makers/checkers/approvers, terms renewals etc.

V. Responsibilities specifically as director

- i. One point contact for the internal stake holders like
 - a. risk management,
 - b. CSRD compliances
 - c. Site & Facilities management – renewals/approvals/ any compliances etc.
- ii. Signatory for the financials adoption
- iii. Local representative for externals for example; point of contact on tax portal, responding to the tax notices, agreements renewals
- iv. Business case evaluations in case of new projects
- v. Point of contact for Dr. Reddy's for the future coordination in terms of alignment on the data received from them, the calculations for invoicing, any queries from their side, for liaising with other functions like QA, PV.

Competencies

- i. Fluency in English language with competency for data analytics and deriving insights from various data points
- ii. Excellent oral and written communication skills with the ability to understand various key stakeholders respond appropriately, and take feedbacks from time to time to improvise system and processes.
- iii. I.T. literacy including excellent knowledge of with Microsoft Office especially excel, SAP, internal reporting tools. Advanced data analytics skills are preferable.
- iv. Ability to
 - o work under pressure, within a small team, meet project and shared priorities and deadlines;
 - o work effectively and collaborate in a team, regional and cross-functional environment;
 - o multi task and work in a dynamic environment - prioritize, organize, plan, propose solutions, solve problems and execute multiple tasks within assigned objectives;
- v. Good interpersonal skills, self-motivated, together with a keen eye for detail and time management skills;
- vi. Professional demeanor, team-orientated, self-motivated and ability to work with, manage and influence customers internally, externally and in a matrix environment.
- vii. Ability to identify problems/risks and develop solutions

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