

Job Description -

Accounts -

- Support finance team with accurate reporting, statutory compliance, and financial reporting.
- Manage lease accounting, including liabilities and asset calculations.
- Handle TDS computations, deductions, deposits, and filing returns.
- Reconcile sales registrations and resolve discrepancies.
- Prepare and analyse the GIRR report, highlighting variances.
- Reconcile Form 26AS with accounts and address mismatches.
- Provide audit support and ensure compliance with audit requirements.
- Responsible for preparation/Review of tax financials for tax audit
- Accounting of Capitalization and retirement of fixed assets and Scrutiny of additions/deletions of fixed assets and capital work in progress.

Management Assurance -

- To carry out internal audit assignment within the assigned responsibility
- Identify areas where there is scope for cost saving
- Conduct ERM and IFC exercise
- Follow up on action taken by process owners
- Help managing external IA team for pre and post audit activities
- To present audit findings in a concise manner to impel management to take corrective actions
- To give practical recommendations and convince management that implementation of these recommendations will lead to enhanced corporate governance

• Name of the position - Assistant Manager - Accounts, Assistant Manager - Management Assurance

- Eligibility criteria - Overall 01st/02nd Attempt
- CTC p.a. - 8.75 LPA + Retention Bonus (1.75 Lakhs After completion of 18 Months and 3.25 Lakhs after completion of 36 months)
- Job location - Mumbai, Satna, Thane, pen , sentini, Durgapur, Varanasi and Lucknow.
- No. of vacancies – 20