

## **Express Roadways Limited**

Function	Finance & Accounts
No of candidates	2
Qualification	CMA Final qualified / Minimum requirement is BCOM with MBA from Tier 3 Institute
No. of years of Exp.	Minimum 1 years maximum 4 to 5 years
Salary Range	Rs. 4.5 to Rs. 5 lakhs depending on experience and qualification
Location	Gurgaon / Delhi
KRA	<p>Overall supervision of the company's day to day functioning of the Accounts and Finance functions including MIS, Audit, Taxation, Corporate affairs, etc in compliance with the Indian Accounting Standards</p> <ul style="list-style-type: none"> <li>- Manage Corporate Finance including the Treasury function &amp; Branch accounting including costing</li> <li>- Initiate and guide the preparation of forecasts of company revenue, working capital, expenditure and return on investments</li> <li>- Monitor Budgets and variances</li> <li>- Overseeing the process, monitoring and approval of all Payables and Receivables</li> <li>- Responsible for preparation of Quarterly / half yearly and Annual Accounts and Finalization of Accounts of Group Companies and the Consolidated Accounts for the Company.</li> <li>- Providing information to the top management on a monthly and need basis.</li> <li>- Developing and implementation of suitable internal control systems in the department.</li> <li>- Involved in formulation of various systems, policies, procedures, commensurate with the need of the company,</li> <li>- Compliance with all statutory Matters, including Income tax, Service Tax, VAT, Transfer pricing issues. Which will include provide all statistical information required to be submitted to Government, Parliament, etc.</li> <li>- Dealing with Banks and Financial Institution for day to day matters besides providing all necessary support with the preparation of documents pertaining to all short-term and long-term credit facilities.</li> <li>- Interface with the internal and external auditors as a focal point for efficient management of the Statutory, Tax &amp; Internal Audits as a part of Corporate Governance</li> <li>- - Oversee Filing of returns and attending tax authorities for assessments and appeals.</li> <li>- Oversee the Completion of the Internal Audit as per the Audit programs.</li> </ul>