

**Name of the Post – Assistant Manager**

**Job Description:**

- Assist CFO in various day to day F&A matters;
- Preparation of Financial Statements of Subsidiary Companies and assist in preparation of Financial Statement of Holding Company under Ind-AS and Schedule III;
- Preparation of Tax Audit Reports;
- Coordinate with Income tax Department on various assessment and appeal matters;
- Maintaining Fixed Assets Register and Depreciation as per Companies Act;
- Monthly Accounts Closing in SAP- Balance Sheet & Profit & Loss Account
- Vendor ledger scrutiny
- Monthly clearing of various Vendor and GL Accounts
- Availing input tax credit under GST under regular and ISD registration and payment of GST under RCM;'
- Maintaining various MIS and budgets at the Organisation level
- Oversee the overhead expenditure at HO level
- Coordinating with Plant Team for various F&A and purchase related matters
- Coordinate with Internal Auditors and other auditors from time to time
- Knowledge of Transfer pricing will be an added advantage.
- Hands on experience in SAP will be preferred
- Any other job assigned from time to time

**CTC p.a. – 4.5 – 5.5 Lacs**

**Place of Posting – Kolkata**