

Job Title: Finance Manager

Employer: DAI Research & Advisory Services

Location: Kolkata

Assignment type: Full time

Salary: Commensurate with qualifications and experience

About DAI:

DAI Research & Advisory Services is dedicated to advancing knowledge and driving informed policy decisions through rigorous research and expert consulting services. With a legacy of excellence, DAI has emerged as a trusted partner for academic institutions, government agencies, and organizations seeking evidence-based solutions.

To know more about DAI Research & Advisory Services and its work, visit:

www.daiadvisory.org

About the Role

A Finance Manager plays a crucial role in overseeing and managing an organization's financial health. The position involves a range of responsibilities that are essential for ensuring the company's financial stability, compliance, and strategic growth. Key aspects of the role include:

Key Responsibilities:

Accounting & Financial Management:

1. Oversee day-to-day accounting operations, including accounts payable, accounts receivable, payroll, and general ledger.
2. Ensure timely and accurate processing of payments and financial transactions.
3. Maintain and monitor the financial records to ensure compliance with accounting standards and organizational policies.

Compliance & Taxation:

1. Manage all aspects of statutory compliance, including Income Tax, GST, Professional Tax, and PF returns.
2. Coordinate with the statutory auditor to ensure accurate and timely audits.
3. Prepare and submit tax returns and other statutory filings on time.

Email Address: communications@daiadvisory.in

Address: A-45/1 Nandan Kanan, Santoshpur, Kolkata-700075, West Bengal, India

Financial Reporting:

1. Prepare monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
2. Generate and present financial reports to management, providing insights and recommendations.

Budgeting & Forecasting:

1. Assist in the preparation of annual budgets and financial forecasts.
2. Monitor budgetary performance and provide variance analysis to ensure financial objectives are met.

System Management:

1. Manage and maintain financial systems, including Zoho Books and Tally.
2. Ensure the accuracy and integrity of financial data in the accounting systems.
3. Provide training and support to other team members on financial systems and processes.

Qualifications:**Education:**

1. Bachelor's degree in Accounting, Finance, or a related field.
2. Professional qualification such as CA, CMA, or equivalent is preferred.

Experience:

1. Minimum of 5 years of experience in finance and accounting, preferably in a similar role.
2. Proven experience in handling statutory compliance, taxation, and audits.

Skills & Knowledge:

1. Strong knowledge of accounting principles, tax regulations, and statutory requirements.
2. Proficiency in accounting software, including Zoho Books and Tally.
3. Excellent organizational and multitasking skills.

4. Strong analytical and problem-solving abilities.
5. Good communication and interpersonal skills.

How to apply?

Interested candidate should submit their resume along with a cover letter outlining their qualifications and experience to jobs@daiadvisory.in

The filename for the CV should be in the following format: lastname_cv.pdf (everything in lowercase). Please make the subject of the email “Finance Manager”

The deadline for applying is 15th September 2024. Only shortlisted candidates will be contacted for the next round.