

Position	Sr. Manager (Finance)
Salary Range	12-15 LPA Adjustable
Qualification	Finance Graduate, CA must
Other Skill Sets / Exposure	Oversee key areas of financial reporting, taxation, statutory compliance, and corporate governance
Dept	Finance
Location	Maninagar, HO
Min Exp	5
Max Exp	10
Must have experience in working with Public Limited Companies	
Job Description	<p>Key Responsibilities</p> <p>1. Accounts & Audit</p> <ul style="list-style-type: none"> Supervise and ensure timely finalization of quarterly and annual financial statements. Review the Balance Sheet and related financial statements, including results disclosures and accompanying notes. Coordinate and liaise with statutory auditors, addressing critical audit issues and ensuring appropriate resolutions. Manage transitions to new financial accounting standards (FAS) and address non-routine accounting matters. <p>2. Income Tax</p> <ul style="list-style-type: none"> Oversee the process of preparation and filing of annual Income Tax Returns (ITRs). Review finalized ITRs submitted by consultants, providing input on key issues and observations. Ensure compliance with routine income tax requirements, including timely submissions and documentation. <p>3. Goods & Services Tax (GST)</p> <ul style="list-style-type: none"> Monitor and ensure adherence to GST-related compliances and timely filing of returns.

	<ul style="list-style-type: none"> • Manage GST assessments by understanding relevant issues, reviewing consultant-prepared submissions, and providing guidance on the organization's stance and responses. <p>4. Secretarial Compliance</p> <ul style="list-style-type: none"> • Plan and oversee periodic Board and Committee meetings, including review of agendas, minutes, and statutory disclosures as prepared by company secretarial consultants. • Ensure ongoing compliance with all secretarial filings and regulatory requirements. <p>5. Portfolio Management Subsidiary (PMS Activity)</p> <ul style="list-style-type: none"> • Oversee and support corporate governance and regulatory compliance for a subsidiary engaged in SEBI-regulated portfolio management activities. • Provide guidance and direction to internal teams on PMS-specific matters and ensure alignment with applicable SEBI regulations.
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