
ROLE PROFILE

JOB TITLE : **Assistant Manager-Finance**
REPORTS TO : **Manager-Finance**
depending upon the location.
FUNCTION : **Finance**
LOCATION : **Anywhere in India**
LEVEL / GRADE : **6 / TGI**
CTC : **Rs. 13.2 LPA**

Education Qualification	<ul style="list-style-type: none">• CMA Qualified
Experience	<ul style="list-style-type: none">• Fresher
Role	<ul style="list-style-type: none">• Maintenance of accounting / statutory records (Taxation, EPFS, ESI, etc.)• Office administration – maintenance of systems / procedures within office• Development / implementation of computerized systems.• Book keeping and related matters.• Costing of Raw Materials.• To maintain inventory of Fixed Assets & Depreciation.• Cash Control – Banks.• Excise / Customs / Entry Tax.• Areas under his control to function smoothly and in accordance with targets set• Timely and correct feedback upwards and downwards and to Head Office.

**TECHNICAL/
FUNCTIONAL &
BEHAVIOURAL
COMPETENCIES**

- Business Understanding
- Functional Excellence – Knowledge of Accounting Standards, Taxation, Costing, etc.
- General Awareness – Updated with new amendments in Financial and Business Laws
- Ability to think and act with a strategic perspective
 - Creative problem-solving skills
 - Good communication/ negotiation skills
 - Good work practices and discipline
 - Create a climate of innovation, mutual confidence and credibility and command respect.