
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	• CMA Qualified
Experience	• Fresher
Role	• 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.
---	--