

**Assistant Manager- (Finance): Age (30-35Yrs) -1 post:**

**Requirement:**

**Qualification and Experience:**

The candidate should be MBA Financed CA (Inter)/CMA (Inter) with 5 – years' experience in Finance Department of IT organization.

Excellent communication skills are essential.

**Roles and Responsibilities:**

- Verify accounting entries/financial transactions with necessary documents.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Check the management of company's financial accounting, monitoring and reporting systems.
- Assist in preparing monthly MIS reports and balance sheet
- Liaising with auditors to ensure annual monitoring is carried out.  
Assess the performance of the accounts staff on periodical basis.
- Assist in maintaining accounting controls by preparing and recommending policies and procedures.
- Assist in reconciling financial discrepancies by collecting and analyzing account information.
- Ensure security of financial information by completing data base backups. Any other matter as may be required.

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