

Advertisement for the Position Assistant Director / Deputy Director – Finance (On Contract)

Position	Assistant Director / Deputy Director – Finance (On 2 years Contract)
No. of Vacancies	1 (one)
Organization	Apparel Made-Ups and Home Furnishing Sector Skill Council
Location	New Delhi
Experience	8-10 years of experience
Salary	Rs. 40000 to Rs. 50000/- per month
Job Description	<ol style="list-style-type: none"> 1. Supervise the processing of company payables, including but not limited to, Finance Accounting department mail distribution, and the accurate and timely processing of all invoices and expense. 2. Supervise timely review, reconciliation and posting of all incoming payments. 3. Prepare monthly journal entries and adjustments, including supporting documentation and appropriate descriptions. 4. Reviews general ledger on a monthly basis to ensure accuracy of posting. 5. Coordinates monthly, quarterly, and annual closing activities. 6. Ensuring that all internal and external support inquiries are resolved accurately on time. 7. Assists with the timely closing of Accounts Payable, Account Receivable and GL at the end of each financial period, including but not limited to, working folder review, open invoice aging reports. 8. Manage the overall Accounting, Billing, Finance & Banking functions. 9. Coordinating with the team for day to day accounting & finance activities. 10. Preparation of Profit and Loss & Balance Sheet. 11. Managing the day to day accounting operations and internal controls including regulatory compliance and preparation of statutory accounts 12. Getting internal and external audits completed within agreed timelines 13. Should have handled collection or Account receivables. 14. Manage and control expenses and capital expenditure 15. Co-ordination with partners on invoicing and ensuring that the same is sent to the clients on a regular basis 16. Preparation of Weekly Reports of Financials and daily preparation of bank reconciliation. 17. Excellent communication skills and team management skills. 18. The candidate should be currently managing a team of 2 to 4 members. 19. All the tax compliances should be well versed (i.e. TDS, GST, etc).
Qualification	<ol style="list-style-type: none"> 1. B.Com. / M.Com. and CA Inter required 2. Strong work tenure: 8 to 10 years of experience 3. Proficient in MS Office (Outlook, Word, Excel, and Power Point) & Tally ERP 9

Skills required	<ol style="list-style-type: none">1. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.2. Expert level written and verbal communication skills3. Demonstrated proactive approaches to problem-solving with strong decision-making capability4. Emotional maturity5. Highly resourceful team-player, with the ability to also be extremely effective independently6. Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment7. Forward looking thinker, who actively seeks opportunities and proposes solutions
How to apply	Submit your resume to adot@sscammh.com
Last date of application	25 th January 2020