

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**GENERAL MANAGER (FINANCE & ACCOUNTS)**

- i. Thorough knowledge of (Tally & ERP) accounting software and MS office is required.
- ii. Overall supervision of functions of finance and accounts department of the Company
- iii. Managing and coordinating for finalization of accounts, Standalone Balance sheet (SFS) & Consolidated Balance Sheet (CFS), its audit and ensuring timely adherence to audits queries and reporting etc. within the set due dates.
- iv. Handling the Internal Audit, Statutory Audit and Government Audit (CAG) and ensuring the strict compliance within timelines for its finalization.
- v. Handling the Banking operations and fund management / Treasury management of the Company.
- vi. Guiding Finance Teams during Govt. Audits, monitor audit compliance and proper response to queries from Govt. auditors (CAG).
- vii. Coordinating for ensuring tax compliances - Estimation and Payment of Advance Taxes, TDS, Timely filing of Income Tax Returns, GST compliances, Audits, replying to Notices (if any), preparing data and details for submission to Tax Authorities; Attending to Assessments, and Appeal Hearings etc..
- viii. Developing fund-raising strategy and institutional resources mobilization.
- ix. Independently manage and oversee all aspects of the finance function, including audit, taxation, and banking operations.
- x. Provide strategic financial guidance and support to the executive team, contributing to the overall growth and profitability of the company.
- xi. Develop and implement effective financial controls, policies, and procedures.
- xii. Oversee the creation of a work plan for fund generation and resource mobilization and constantly monitor its implementations.
- xiii. Ensure resource mobilization as per the standard operating procedures(SOP) and processes.
- xiv. Guiding the fund-raising activities of the Company in various form with competitive interest rates.
- xv. Monitor the policies and procedures, risk assessments, control frameworks, operating models, and optimization of processes.
- xvi. Project evaluation, designing and implementing risk strategies etc. for smooth flow of works.
- xvii. Raising additional funds/resources through Banks, Financial Institutions, bilateral & multilateral funding agencies etc. and its further investments in different projects.
- xviii. Responsibility of disbursement of funds as equity or debts in line with the requirements of different projects, following & ensuring compliance with respect to condition precedents/ Financial covenants, (if any).
- xix. Coordination with various Government Authorities, Ministries, and other agencies etc.
- xx. Ensuring compliances with all accounting, taxations etc. and reporting requirements as required & prescribed by relevant regulatory bodies within the scheduled time.
- xxi. Monitor progress, changes and keep senior leadership abreast of the financial status.
- xxii. Any other duties as assigned from time to time by the superior authority.