

## Job Description – Sr. Manager, Finance & Accounts

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| <b>Job Title:</b> | Manager            | <b>Location:</b>   | Delhi, INDIA     |
| <b>Department</b> | Finance & Accounts | <b>Reports To:</b> | Sr. Manager, F&A |

### **Company Detail:**

NICDC Logistics Data Services Limited (NLDSL) was incorporated on 30th December 2015, as a joint venture between Government of India represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in government's plan of improving the Ease of Doing Business in India. For more detail log on to [www.nldsl.in](http://www.nldsl.in)

### **Role:**

The major role of Manager is to support Finance function by conducting financial reporting, project/program and grants accounting, ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period, collating financial reporting materials for Government, corporate, and foundation grants. In addition to above the incumbent shall be responsible for adherence of all accounting and financial processes at NLDSL.

### **Responsibilities:**

1. Adherence to financial plans for the project and inhouse budgets.
2. Working with consultants/ contractors/ concessionaire and monitor their work and deliverables.
3. Manage day-to-day accounting, invoicing, cash management and internal financial reporting.
4. Support in preparation of quarterly and annual financial statements.
5. Support in financial statement audited by the internal and statutory auditors and office of C&AG.
6. Liaison with Central/State Governments, bilateral/multilateral agencies, financial institutions, sponsors, and other stakeholders.
7. Consistent analysis of financial data and presentation of financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress, changes and keep senior team members abreast of the financial status.
8. Adherence to policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
9. Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
10. Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service.

### ***Education and Certifications:***

- Mandatory - Chartered Accountant (CA) with B.Com.

### ***Technical Skills, Knowledge & Abilities***

- Process driven personality with excellent attention to detail abilities.
- Excellent team working skills with multi-disciplinary and diverse team.
- Ability to set priorities and working in new ways of creating efficiencies for the function.
- Technologically savvy, and comfortable with Tally and ERP software.
- Flexible and a self-motivated.

### ***Work Experience:***

- 4-5 yrs experience post CA
- Multiple function experience including legal, tax, audit, compliance, budget, etc.

### ***Compensation:***

- Fixed salary – Rs. 13lacs PA
- Perks – Term Insurance, Medclaim, Accident Insurance, etc.