

Job Description – Asst. Manager, Finance & Accounts

Job Title:	Asst. Manager	Location:	Delhi, INDIA
Department	Finance & Accounts	Reports To:	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

Role:

The major role of Assistant Manager is to support Finance function by conducting financial reporting, project/program accounting, collating financial reporting materials for Government, corporate, and other stakeholders. In addition to above the incumbent shall be responsible for adherence of all accounting and financial processes at NLDSL.

Responsibilities:

- ✓ Manage day-to-day accounting, accounts payable, accounts receivable, general ledger entries, bank reconciliations, 26AS reconciliations
- ✓ Develop, implement, and ensure compliance with internal financial controls and procedures.
- ✓ Assist in the preparation of financial statements, reports, and forecasts., Support in preparation of quarterly and annual financial statements
- ✓ Adherence to financial plans for the project and in-house budgets.
- ✓ Support the month-end and year-end close processes.
- ✓ Ensure compliance with accounting standards, regulations, and company policies.
- ✓ Assist in budget preparation and monitor financial performance against budgetary targets.
- ✓ Assist in the coordination of internal and external audits.
- ✓ Handling GST monthly and annual returns
- ✓ Timely deposit of TDS and TDS Return Compliances, Income Tax Returns
- ✓ 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:

Bachelor's degree in commerce along with Chartered Accountant (CA) or MBA (Finance)

Technical Skills, Knowledge & Abilities

- Proficiency in MS Office suite, especially Excel.
- 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 self-motivated.

Work Experience:

- **3 to 7 yrs.** experience post qualification
- Multiple function experience including tax, audit, compliance, budget, etc.