

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Assistant Manager- Financial Reporting &amp; Compliance</b>
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### **JOB PURPOSE**

Financial support to business areas through financial analysis, budgeting, planning & forecasting; to facilitate decision making and future business strategies.

As a member of NABFINS LIMITED, you will be responsible for providing all aspects of financial support for planning and control. Assist in consolidation and reporting of financial results; preparation of annual budget. Gather, model, analyze, prepare, and summarize information for financial plans, operating forecasts, trended future specifications, etc.; on a monthly, or quarterly or annual basis. Prepares recommendations based on analyzes. May perform revenue and expense analysis, headcount and headcount driven expense analysis at branch center level, tracking of product line revenue, reconciliation of accounts receivable, variance analysis and ad-hoc analysis as needed. You may participate in cross departments programs and projects.

Duties and tasks are standard with some variation. Completes own role largely independently within defined policies and procedures. Strong attention to detail, organizational skills, and analytical skills. Ability to prepare Excel spreadsheets of high complexity.

**Min 4 years of relevant experience in Finance or Accounting preferred.**

### **PRINCIPAL ACCOUNTABILITIES**

- Supervising the day to day accounting, statutory compliance and preparation of various accounting statements as required by senior management.
- Responsible for reviewing day to day trial balance variances
- Gathering and monitoring financial data
- Manage Financial Forecast, Budgeting, Financial Analysis & Reporting
- Managing banking activities, accounting and documentation activities
- Prepares comprehensive explanations for variance analysis for presentation to management
- Attending Audit requirements - Concurrent, Statutory, C&AG, RBI and NABARD Audit.
- Attending to Income Tax Assessment related activities
- Attending to Management reporting
- Handling various calculation with respect to accounting, budgeting, ledger clarification with third party etc.
- Develop trends and projections for the firm's finances.
- Preparation of Budgets, Funds Flows and Cash Flows for Business Plans and Annual Financials.
- Review financial data and prepare monthly, quarterly and annual financials statement.
- Build positive relationships with other departments, auditors and vendors.
- Supervising the Compliance requirement i.e. RBI returns, TDS returns, SRO requirements.
- The Candidate should be well versed with GSTR returns.
- The candidate should have capabilities to handle the GST audit, assessment and respond to notices of GST department independently.

**Skills Requirements:**

- Experience in the financial sector with previous possible roles such as Financial Reporting & Compliance.
- Strong interpersonal, communication and presentation skills.
- A solid understanding of financial statistics.
- Ability to work and effectively communicate with senior-level business partners.

**Education:**

- Graduates with a minimum of 4 years' experience in the Finance Department in a financial institution of repute. Post Graduates in the respective disciplines will be preferable.

**Industry Type:**

Micro Finance

**Department:**

Finance & Accounting