

**Job Title: Accounting Manager**

Are you an experienced finance professional looking for an opportunity to showcase your skills in a dynamic environment? Join Airawat Research Foundation as a Finance & Accounts Manager and contribute to the financial success of our organization. As a manager, you will play a pivotal role in overseeing financial operations and ensuring compliance.

**Key Responsibilities:**

- Manage day-to-day finance and accounting operations, including budgeting, financial reporting, and accounts payable/receivable.
- Monitor financial performance, analyze trends, and provide insights to support strategic decision-making.
- Manage daily accounting tasks, invoicing, cash management, and internal financial reporting.
- Establish and maintain financial controls, internal financial controls, and procedures for the company.
- Close the internal audit, statutory audit, and due diligence as well as daily BRS.
- Accurately calculate and pay the monthly TDS and monthly GST
- Ensure the payroll compliance is done as per the relevant act.
- Prepare monthly MIS with schedules of all the expenses and balance sheet items as well as Month-end closure (M+1) and provision of the expense.
- Implement timely payment to the vendors as well as timely booking and processing of the payment.
- Account the expenses properly in the corresponding GLs.
- Ensure compliance with financial regulations and internal policies.
- Collaborate with cross-functional teams to drive financial efficiency and process improvements.
- Prepare accurate and timely financial statements and reports for management and stakeholders.
- Assist with audits from internal and statutory auditors, as well as audits from the office of C&AG.
- Work closely with government departments, financial institutions, sponsors, and other partners.
- Lead and mentor a team of finance professionals.

Education: BCom in Accounting, CA or MBA

Experience: 4 to 5 years

"Applications will be reviewed on a rolling basis, with priority given to early submissions during the shortlisting and selection process. The position will remain open until it is filled"

Closing Date: NA