

Job Description

Position Title	:	Assistant Manager– Finance & Accounts (Trust)	Department	:	Finance & Accounts
Location	:	New Delhi	Reports to	:	Associate Vice President

Job Scope / Position Summary

Managing of banking and routine operations of Trust. Assisting in preparation of financial statements and sharing of information with various stakeholders in timely and accurate manner.

Sr. No.	Main Responsibility
1	Liaisoning with banks for processing of receipts and payments in Trust.
2	Liaisoning with banks for various requirement like opening of new bank account, Re-KYC, Internet banking coordination etc.
3	Handling/ Safe custody of various physical copy like cheques book, FDR certificate, Bank Statements etc.
4	Maintenance of various trackers like Cheques deposited /Cheques returned, DD movement tracker, FDR tracker etc.
5	Maintenance of books of Account like entering receipt, payment and journal voucher etc.
6	Preparation of various reco like bank, expenses etc. on regular intervals as well as on half yearly basis for audit purpose.
7	Preparation of data for Audit purpose including Notes to Accounts.
8	Preparation of fund position across various Trusts on daily basis.
9	Assisting the team in preparation of various MIS reports.
10	Also provide various information to stakeholders

Qualification and Experience Requirement

Education:	CA-Inter/ MBA (part-time/ distance learning), M. Com	
Experience:	3-5 years of experience working in the Finance & Accounts department.	
Behavioural Skills	Behavioral Skills (Please select drop down)	Behavioral Traits
	Choose an item. Execution	Accomplishing set goals within defined timelines, with complete accountability
	Choose an item. Proactivity	Constantly look for opportunities and take responsibility to outperform
	Choose an item. Decision Making	Connect with multiple stakeholders at all levels to identify simple and best solutions to ensure operations are smooth.

Behavioural Skills	Choose an item. Adaptability	Be open, adaptable, and flexible to changes to support the team and help it grow.
	Choose an item. Digital Acumen	Have a reasonable amount of proficiency in MS Office package i.e., Excel, Power Point and Word
Functional Skills (Role Specific)	The candidate should be proficient in working on Oracle based software. Knowledge of IND-AS would be preferred. Decent level of verbal and written communication skills	

Reporting Structure

