**Role : Manager–Accounts**

**Department : Accounts**

**Qualification :   Postgraduate**

**Experience**  : **10 to 12 years**

**Broad Responsibility**

Oversee the work of accountants, review financial statements, and prepare reports for senior management. The accounting manager compliance with relevant laws and regulations. He/She may develop and implement internal accounting policies and procedures. Accurately track and record financial transactions, using a keen eye for detail to find and correct discrepancies. Track and prioritize ongoing projects and tasks.

**Main Duties:**

* Create, monitor, and evaluate financial systems within their organizations.
* Collect, analyze, verify, and report financial information to the Management
* Forecasting requirements, draft annual budgets, and project expenditures to prepare periodic statements and meet financial regulatory requirements. Analyse general ledger variances and suggest corrective action for management's approval to meet annual accounting financial objectives.
* Develop action plans, audit operations, and propose efficiency improvements.
* Lead the accounting team to provide accurate, timely data and recommendations.
* Ensures Institutes' financial wellbeing by tracking revenue and expenses, consolidating and analysing financial data, preparing special reports, maintaining internal controls and other best practices, and reporting activity to internal and external customers.
* Manage day-to-day accounting operations and ensure that there is a redundant process backup in place for every critical operation
* Create new internal accounting policies and maintain existing policies
* Monitor emerging technology to determine ways to automate the accounting process without sacrificing accuracy and accountability
* Develop monthly and quarterly accounting reports for the management and executive teams
* Implement and monitor the month, quarter and year-end closeout accounting schedules
* You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be considered.
* Other responsibilities may be added as and when required during the course of the year.