



Job Title: Dy. Manager Finance

Vacancies- 1 (Nos)

Location: Noida, Sec-145

Minimum Basic Qualification – CA/ICWA

Relevant Experience - Minimum 2 Years in a similar role.

Minimum Post Qualification Experience - 3 Years

Internal Budget: Scale: Dy. Manager (E3)

Expected CTC: 10-12 LPA (Commensurate with actual work experience)

Company Background:

IGL Genesis Technologies Ltd., a subsidiary company of Indraprastha Gas Limited, is setting up a Gas Meter Manufacturing factory in Noida, UP. The company's products and technology are an integral part of products used in every major city gas distribution company. Learn more at www.iglgeneis.com.

Position Overview:

The selected candidate will play a critical role in devising and overseeing financial systems pertaining to accounting of Material, Work-in-Progress and Finished goods inventories, product costing for accounting as well as competitive product pricing and management information reporting. He/ she will make regular financial analysis of processes with a view to identify and eliminate wastages, redundancies and ineffectiveness in order to improve overall efficiency.

Major Responsibilities & Key Result Areas:

- i. Plant Accounting & Costing
 - Implement and maintain robust costing systems, processes and methodologies to :
 - ✓ Ascertain Unit cost of products and services for participation in competitive tenders.
 - ✓ Identify redundancies/ inefficiencies in production processes and suggest measures to remove the same.
 - ✓ Optimize operational cost effectiveness.
- ii. Financial Management and Reporting:
 - Ensure accurate and timely monthly, quarterly, and year-end accounts close processes.
 - Develop and manage annual budgets and forecasts, providing variance analysis and insights.
 - Monitor and control company expenditures to ensure alignment with budgets and financial plans.
 - Implement and maintain robust financial systems, processes and internal controls. Leverage technology and software solutions to enhance financial reporting and efficiency.
- iii. Treasury:
 - Banking transactions and short term investment of surplus funds.
 - Liaison with banks for regular banking transactions & foreign currency transactions and ensuring compliance with applicable Government and RBI regulations.

- iv. Compliance and Audit:
 - Coordinate internal and external audits, addressing any issues raised and implementing recommended improvements.
 - Maintain proper documentation and records for all financial transactions to facilitate audits and compliance reviews.
 - Ensuring approvals/ documentation in compliance with the approved delegation/ policies of the company.
- v. Strategic Financial Planning;
 - Provide financial analysis and strategic recommendations to senior management.
 - Evaluate financial performance by analysing data, preparing reports, and presenting findings to stakeholders.
 - Support decision-making by providing financial forecasts and risk assessments.
- vi. Compliances of Direct & Indirect Taxes laws
 - Timely filing of annual and periodic returns of income tax, TDS, GST etc.
 - Timely closure of all type of tax assessments.
- vii. Strategic Financial Planning;
 - Provide financial analysis and strategic recommendations to senior management.
 - Evaluate financial performance by analysing data, preparing reports, and presenting findings to stakeholders.
 - Support decision-making by providing financial forecasts and risk assessments.

Preferred Skills:

- Strong knowledge of MS Excel, Word and PowerPoints.
- Ability to work in a computerised set up e.g. ERP.
- In-depth knowledge of Indian Accounting Standards (Ind-AS), Costing Standards and Tax Laws.
- Excellent communication and presentation skills.
- Ability to work under pressure and meet tight deadlines.

If you meet these requirements and are seeking a challenging and rewarding role, please apply with your resume and cover letter. We look forward to welcoming a dedicated and skilled professional to our dynamic team.