

JOB DESCRIPTION
I. JOB DETAILS

Job Title	Manager – Finance & Accounts		
Function	Finance & Accounts	Location	Noida
Direct Reporting to:	Finance Controller	Matrix Reporting to:	
Staff Supervised	Direct Reports: 1	Matrix Reports:	3
Job Titles of Direct Reports	Finance & Accounts Team		

Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling & Advisory Services. With a 10000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials & differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe & Americas. We adorn ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001, ISO 26000 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.

It has recording consistent growth in the topline over the last years & stands proudly at INR 150 Crores for the year 2021-22, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses.

II. JOB PURPOSE

The role holder will be responsible to manage End to End Project Finance & accounting for various on-going & upcoming Projects
 The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for talent acquisition.

III. KEY RESPONSIBILITIES
Financial Accounting, Reporting, Compliances and Controls:

- Responsible for maintaining books of accounts for the organization, the key activities would involve month end closing, leading to P&L and BS
- Presentation of monthly financials to the Stakeholders of the organization thru Management Reporting Deck
- Set-up Accounting system and Internal Control system
- Responsible for Project Audit, Tax Audit, Internal Audit etc
- Responsible for taxation review and compliance, handling notices/ demands/ litigation as well as representing organisation in front of government bodies
- Setting up and constant monitoring of basic finance processes for the organization, invoice review, employees claim reimbursement, petty cash etc.
- Participating in negotiation with vendor's along with Procurement team & business to ensure best deals for the organization so as to control the Opex for the business.
- Identify and flag risks impacting project margin, proposing corrective actions including accrual bookings and needed provisions. Also, monthly cost accruals of business for various projects.
- Responsible for preparing the detail of Revenue & Cost reports for the financial score cards & reporting

Management Reporting, Budgeting and Forecasting:

- Responsible for preparation of the AOP (annual operating plan), profit estimates and periodical forecasts.
- Produce, review and present monthly analysis of results (costs, headcount, Opex) versus budget and forecasts and have ownership of the same.
- Review & approval of various cost rationalization initiatives, reporting & tracker.
- Provide ad-hoc financial analysis to support business decisions, doing cost benchmarking across various business proposals etc.
- Review & advice on different ongoing & upcoming projects for the organization & tracking the current progress of the projects to ensure that the project is not going off-track.
- New business development, RFP / tender evaluation, business case preparation, Pricing & Margin analysis
- Respond to any queries and requests from Business Head and clients for reporting and analysis.

Treasury Management:

- Ensuring in time Funding and cash flow management
- Relationship building with Bankers & Clients to strengthen relationship for smooth business delivery

IV. KEY PERFORMANCE INDICATORS	
Measurable Deliverables	<ul style="list-style-type: none"> ✓ % reduction in operational cost ✓ % adherence to SOP in regard to Project guideline ✓ Amount of savings (Cost Reduction) in Project Operations ✓ Number of best practices executed & institutionalized, in time. ✓ Stakeholders Satisfaction – S-Sat score ✓ Automation Projects
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE	
Minimum Qualifications	ICWA / MBA in Finance .
Specific experience	Managerial role in a fast-paced company for about 2 years handling Skill Development / developmental projects
Overall experience	6 to 8 years, primarily in Project Accounting / Skilling / BPO / FMCG / Staffing companies.
Target Companies	
VI. KEY INTERACTIONS	
Key Internal Contacts	Nature or purpose of interaction
• Business / Function Heads	Understand Project requirements & calibrate in the dynamic eco system.
• Corporate IT Software Team	Automation / Digital initiatives
• Marketing	Employer Branding / relationship building with clients
• Accounts	Costs & MIS / as mentioned above
Key External Contacts	Nature or purpose of interaction
• Clients	Connect & engage for calibration of the requirements

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