

**Position** : Financial Controller cum Company Secretary

**Department** : Finance & Accounts

 Location : Head Office - Bhubaneshwar

**Grade** : E 10

**Reporting to**: CFO

**Qualification**: CA + CS

**Experience:** 18-20 years post qualification

**General Summary**:

The primary purpose of this position is to manage and direct daily accounting activities, ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner and producing financial and other key reports for management. The incumbent Financial Controller will also be in a position to be considered for the Vice President/CFO position in future.

**Job Description** :

1. Lead the Accounting Department Staff and Financial Function.
2. Supervise the Activities of all Accounting Staff.
3. Oversees month-end closing, year- end closing & coordinates & assigns duties to the Accounting staff as needed.
4. Maintain the accounting system in SAP and ensure the accounts are prepared as per generally accepted accounting principles (GAAP).
5. Provide training, guidance & direction to employees to ensure work is performed in an efficient, timely and knowledgeable manner.
6. Complies with all mandates with respect to direct & indirect taxes.
7. Smooth coordination with statutory & internal auditors & to ensure timely audit with an objective to ensure no qualifications in the reports.
8. Ensure compliance of all company law matters & discharging all secretarial obligations.
9. Prepare all financial analytical reports as and when required by the management.