

## **Assistant Manager-(Finance & Accounts): Age (30-35 Yrs)**

**Qualification and experience:** The candidate should be CA/CMA with 5-10 yrs experience in Finance & Taxation department of a reputed organization. Proficiency in finalization of accounts under IND-AS, hands on experience in Income Tax, GST and expert in MS-Excel.

Preference will be given to candidates who have qualified CS- examination.

**Excellent communication skills are essential.**

### **Role and Responsibilities:**

- Hands on Experience Required on Income Tax and GST: Dealing with all direct & indirect tax matters, computation of taxes, preparation of returns and ensuring compliance.
- All GST Returns and compliances.
- The incumbent will have the responsibility of handling the day to day Accounts.
- Support in consolidation & Accounts finalization in accordance with IND-AS. Financial Budgeting, Preparation of Quarterly / Annual Financial Results.
- Ensure Statutory Compliance and Audit Compliance for all tax related transactions.
- Liaison with statutory auditors and ensure completion of audits within agreed timelines.  
Monthly MIS reporting to top management.
- Check the management of company's financial accounting, monitoring and reporting systems.
- Assists in reconciling financial discrepancies by collecting and analyzing account information.
- Ensure security of financial information by completing data base backups
- Any other matter as may be required.

**Annual CTC: 5-10 Lacs.**

Kindly share updated resume with current CTC, expected CTC and Notice

Period at [info@nixi.in](mailto:info@nixi.in)