

ADVERTISEMENT FOR THE POST OF ASSOCIATE CONSULTANT (ACCOUNTS)

BUSINESS UNIT	Finance & Accounts
JOB TITLE	Associate Consultant (Accounts)
REPORTING TO	Chief Financial Officer
LOCATION	Mumbai – However, transferable to other centers based on need.
PROFILE	Preferred Qualification: Should be a CA (Inter) with knowledge of Tally, MS Office, graphics etc. Should be computer savvy. Work Experience: 3-4 years experience in a CA firm or any organization handling work of diversified nature.
REMUNERATION	As per Industry
KEY REQUIREMENT	<ul style="list-style-type: none">• Expertise Knowledge of Indian Accounting Standards and GAAP is a must.• Ensure maintenance of appropriate financial procedure.• Expertise Knowledge of taxes such as Income tax, TDS, GST & Profession tax is must.• Expertise in Preparation of MIS for information to management.
JOB DESCRIPTION	<ul style="list-style-type: none">• Overall Supervision of accounting functions including preparation of audit manuals, monitoring of income & expenditure, follow ups of recovery, internal audit, liaisoning with CAG audit team and complying with the requirements etc.• Develop tools and system to provide critical financial and operational information to the top managements and make actionable recommendation on both strategy & operations• Assist in establishing yearly objectives and meeting agendas.• Oversee financial strategies and activities as well as banking relationship.• Oversee cash flow planning and ensure availability of funds as needed.• Ensure maintenance of appropriate internal controls and financial procedures.• Ensure Legal & regulatory compliance regarding accounting functions.• Preparation of Final accounts of the company on quarterly basis.
Last Date of Submitting Application	The Interested candidate may send their CVs at cfo@afcindia.org.in with a copy to mdsecretariat@afcindia.org.in latest by 08 th September, 2023.