

Job Posting (2/2023)

Job Title: Finance Manager

Location: New Delhi

General Description

This is a position requiring the services of a competent person responsible for overseeing finance and accounting activities of the society.

Specific Duties

- Doing all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements:
 - Payment vouchers, receipts or invoices along with Office Administrative Notes.
 - Bank reconciliation and cost center-wise book keeping.
 - Recovering of Arbitration Commission expenses.
 - Process and record the proceedings of the Tender and Purchase Committee.
- Prepare budget. Maintain internal control for receipt of revenue, costs, and programme budgets and actual expenditures.
- Maintain budgeted Income and Expenditure and Actual Income and Expenditure. Ensure efficient processes and cash management. Prepare quarterly, and annual financial statements.
- Ensure proper tax planning and compliance with tax regulations and statutory requirements. TDS Returns and issuing quarterly Form 16/ 16A.
- Ensure compliances as required by SAI/ MYAS.
- Coordinate audit and work with statutory auditors, internal auditors, banks, legal counsels and government departments, as required. Update FAI records with Registrar.
- Prepare and maintain Fixed Assets Register.
- Establish accounting policies and procedures, wherever required.
- Attend meetings where FAI requires representation.
- Be a good ambassador for the FAI at all times.
- Any other projects, tasks or responsibilities as and when required that might be required for effective and quality operation of the FAI, and assigned by the Management from time to time.
- This job description is not to be regarded as exclusive or exhaustive.

Qualification and Skills

- M. Com/ B. Com with CA Intermediate pass or Accounting Certifications.
- More than five years of professional experience working in organisations of equivalent scope and stature.
- Experience doing audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting.
- Experience in compliance and reporting of government and non-profit/ society.
- Knowledge of FCRA administration.
- Strong command of English and Hindi.
- Technical and functional expertise in finance.

Organisational and Personal Skills

- Excellent oral and written communication skills.
- Team-oriented and experienced in dealing with people at all levels of an organisation.
- Able to work analytically and strategically.
- Ability to manage complex and stressful situations often involving multiple stakeholders.
- Ability to handle a heavy workload.
- High level of awareness, including updates on international sports.
- Drive to implement organisational change and continuous improvement.
- Keen sense of confidentiality.
- Integrity, diplomacy and discretion.

To apply for this role

- Send your CV together with copies of certificates (education, professional experience, and last salary certificate) and a formal letter of application outlining your suitability to fai.secgen@gmail.com on or before 5pm on Friday, 31 March 2023; and
- Provide the name and contacts of two references.

**Only Candidates drawing a salary of less than INR 6 lakhs PA may apply*

Selection Process

Selection will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for an interview and who will be required to produce original documents authenticating the information submitted in their application. The date of interview will be advised to the short-listed candidates in due course.