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| JOB DESCRIPTION | |
| **Job Title: Assistant Manager** | **Band:** 5A |
| **Reporting To: Manager** | **Department:** Finance |
|  | **Location:** Gurgaon |

**BRIEF PROFILE AND WORK EXPECTATIONS FROM THE CANDIDATE:**

* **Book closing:** EnsureOracleisclosed every month. All sub modules are closed. All accounting feeds from satellite systems are completed in Oracle and reconciled.
* **Opex closure:** Part of team responsible for closing of opex. Ensure provisions are created for all expense lines. Variance analysis is performed against previous month and plan. Commentary and walks are rolled out.
* **Monthly financial statements:** Preparation of monthly statements for publishing to shareholders. It must consist of schedule of Opex, P&L account and the Balance Sheet.
* **Oracle developments:** Ensure streamlining of new system “Oracle” implemented. Develop reports from system directly from FSG and Other reporting tools.
* **Compliance:** Ensure compliance with accounting standards, the Companies Act 2013, and also the IRDAI regulations.
* **Quarterly disclosure on website:** Collate all information to be published on website and newspapers. Statistical information, investment information, actuarial information and financial information. Be responsible for creating schedules assigned to self, collate from other stakeholders timely, review the same and place for approval of Board. Once approved, the same must be published on the website too.
* **Assist secretarial function in Board meetings:** In process of getting financial statements and other disclosures approved by Board, assist the secretarial teams in table of contents with commentary and analytical highlights for approval by the Board. Review minutes of meetings and track closure of action items of previous meetings.
* **Liasoning with parent company:** Prepare TB and schedules through Hyperion Financials for consolidation of accounts with listed parent company. Perform adjustments as per Schedule VI specifically in terms of classification of balances between short term and long term. Liase with finance function at parent company for sign off and with auditors for review of the TB.
* **Quarterly financials in IRDAI format:** Prepare financial statements in format as mandated by IRDAI regulations. Ensure the same is reviewed and signed off by auditors.
* **Quarterly audit:** Aid in quarterly audit specifically for closure of opex schedules and other queries around entries or treatment of specific items.

**DESIRED COMPETENCIES/ QUALIFICATIONS:**

* CA
* Exp.1-3 years
* Proficiency on working in MS – Office (Good on Excel & Power Point) and Oracle financials
* Good knowledge of Accounting practices and standards, Companies Act and IRDAI regulations (preferred)
* Excellent analytical and quantitative skills
* Communication Skills

**MEASURES OF SUCCESS:**

* Adherence to committed TAT
* Accuracy and meeting timelines.
* Supervisor Feedback.
* Positive feedback from our customers