

Aarogya Consult Pvt Ltd.

Job Vacancy

Job Reference: HR/21/07/01

Date: 23rd July 2021

Last date of Application: 28th July 2021

Position	Manager Accounts and HR
Job Location	Silvassa, U.T. Dadra and Nagar Haveli
Experience	2 – 3 years
CTC (Rs Lakh)	4.4 – 5.0

Key Responsibilities

1. Manage accounting entries and based on the applicable accounting standards
2. Managing the expense, cost and cash flow statements
3. Processing tax payments and managing returns, payments settlements and imprest cash
4. Implementing HR processes and initiatives aligned with the overall management directive
5. Facilitating recruitments, training, performance management, and attendance management

Purpose

The purpose of the role is to manage the accounting and the Human Resources functions for company.

The individual must ensure that all the accounting requirements and settlements of transactions are completed. Further the secondary role for the person shall be to facilitate the induction, management and development of human resources for the company. The activities shall also involve the administrative support for the above and instituting the policy decisions of the company.

Roles and Responsibilities

1. Manage all accounting transactions, balance sheets, cash-flow statements, budget forecasts, payment settlements, compute taxes and tax returns.
2. Ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed
3. Processing journals ensuring that all accounting entries are supported by working papers for analytical review and audit.
4. Coordinate with the Chartered Accountant for necessary filings and to organize 3rd party auditing
5. Bridge management and employee relations by addressing demands, grievances or other issues
6. Manage the recruitment and selection process
7. Support development, engagement, motivation and preservation of human resources
8. Oversee and manage a performance appraisal system that drives high performance
9. Manage salary records, manage payments receipts and settlements
10. Manage training programs
11. Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
12. Facilitate implementation of relevant policies and procedures

Qualifications & Competencies

1. Should have understanding and working experience of the accounting practices and reports
2. Should have basic qualification, understanding and experience of the account statements and return filing requirements
3. Should have basic understanding of the recruitment process.
4. Should be good in negotiations and communication.
5. Minimum education qualification is Graduation, Post-Graduation would be an added advantage

Package and Facilities

1. Pay package of CTC Rs. 4.4 Lakhs per year including pay-scale of Rs 1.8 L per annum. On successful completion of the probation period of 3 months with the employment confirmation, increment up to 10% in pay-scale based on the performance assessment.
2. Free fully furnished shared accommodation with all amenities including AC, washing machine. TV, Fridge, personal cup-boards etc.
3. Vehicle to commute
4. Functional Kitchen along with cook
5. Free Cleaning and maintenance at the residence.
6. Yearly once free pick-up and drop to nearest airport to Mumbai or Surat or railway station Vapi, Mumbai, or Surat

How to Apply

- a) Please visit website www.onlineaarogya.com/career
- b) Go to the Jobs at OnlineAarogya, and open the details of Job Details
- c) Click to apply now and upload your latest resume

About The Company

Aarogya Consult Pvt Ltd (ACPL) is a start-up in the field of medical healthcare including tele-medicine. The software platform will enable patients to search doctors for various specialties, check their profile, book appointment, and take consultation.

The company's mission is to create medical healthcare eco-system accessible, easier and better in terms of quality especially serving to the rural and non-metro geographies, which constitutes more than 75% of the population.

Company is looking for individuals who are open to new learning and ready to accept challenges. The individual will have to relocate to Silvassa.

Note: Individuals who are looking for a comfortable work environment and finds difficult to work under time pressure may not apply.

About Location

The company's head office is located at Silvassa (U.T. of Dadra Nagar and Haveli, Daman and Diu), which is the new smart city of the west. This is well connected with just, 2.5 hour from Mumbai and 2 hours from Surat. The nearest railway station is Vapi. Silvassa is only 30 min from Daman, which is touted as next Goa.

Incidentally, Silvassa has been considered as having one of the best medical facilities in country, and has witnessed the lowest Covid-19 casualties and infection rates in country. Silvassa is also known to be the biggest Industrial hub mainly Marble processing and Textile Hub of India. Thus we have a lot of skilled workforce already available and is also the constant requirement of this place.