

Job Description

Designation:	SME – Compliance
Department:	PRD
Direct Reporting To:	Head – PRD
New Position/ Back Fill:	New Position

About A&A

A&A Business Consulting (A&A) is India's leading consulting company for Small and Medium Enterprises. Founded in 2009, A&A has completed 1500 full-fledged consulting projects assisting businesses achieve organized growth. We have presence in 7 states across India with a network of 18000+ SMEs.

Our team of 300+ professionals serves clients from industries as diverse as textiles, machine tools, apparel, agriculture, engineering, chemicals, food processing, healthcare & pharmaceuticals, telecom, education, BFSI, automobile, construction & infrastructure and FMCG, amongst others.

We have six different consulting practices namely, **Sales (Business), Finance, Branding, Human Resources, Information Technology** and **Operations (Business Processes)**. Our team of 100+ consultants with varied industry expertise are backed by Subject Matter Experts (S.M.E.) team. Together, they are responsible for bringing measurable changes to clients' businesses.

At A&A, our vision is to assist individuals and organizations to GROW. Remaining rooted to our vision, we completed assisting 1239 businesses grow financially in March 2018. We are working towards our next mission of assisting 2020 businesses grow financially by 31st March 2020. We can foresee the change we want to bring in the SME sector in India. We want to craft the financial destinies of millions of SMEs by assisting them grow in an organized way.

Come, let us grow your business together!

MISSION 2020: We will assist 2020 businesses achieve organized growth by 31st March, 2020.

Vision: To assist individuals and organizations to grow.

Values: Initiation | Innovation | Persistence | Passion | People | Performance

Job Purpose: Ensure A&A Group is in compliance with the rules and regulations of regulatory agencies, ensure that company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct. Will also train and support Consulting team in ensuring clients adherers to legal standards and enforces regulation & provide guidance on compliance related matters.

Responsibilities

1. Should be aware about different labor laws, civil laws and consult with the company's legal representative to assure Group companies are in compliance with all of these regulations.
2. Supporting & advising consulting team on the statutory compliance and effects of decisions on the compliance. Wherever and whenever required.
3. Liaison with the government, labor, local authorities, politicians etc. who have a major impact in the operations of the organization.
4. Statutory Compliance especially related to labor laws, Provident Fund, ESIC, Professional Tax, MLWF, Factory Act, Shop, and Establishment Act etc.
 - a. Regulations: responsible for ensuring companies comply to the General regulations includes health and safety, employment legislation, diversity, data protection.
 - b. Risk Management: familiarize with regulations and identify areas of the business to which regulations apply, assess the work of those areas and identify scenarios where there is a risk of non-compliance.
 - c. Policies: To maintain compliance creating various policies and procedures for all activities where regulations apply. Giving information to employees, and arranging training program to build understanding and awareness.
 - d. Enforcement: carry out audits and reviews to ensure employees are following compliance policies. Respond to complaints from customers, regulators or other employees about cases of non-compliance.
 - e. Reporting: document all complaints to provide reports for senior management teams to

	<p>highlight any issues or risk to the company's business.</p> <ol style="list-style-type: none"> Along with Consulting team will visit clients to provide advisory & support them in addressing statutory compliance related queries of our clients. Attending inspection under various Acts: Contract labor, Provident Fund, Mathadi, ESIC, Professional Tax, Factory Act, MLWF, Statistical audit, etc. Checking of monthly Bills : Checking of monthly bills, Contract labor, Provident Fund, Mathadi, ESIC, Professional Tax, Factory Act, LWF, Statistical audit, etc. 		
Requisite Skills:	<ul style="list-style-type: none"> Proven experience in HR & Compliance field with in-depth knowledge of Central and state labour laws and rules. Should have handled PAN India compliance regulations and requirements CIVIL Laws etc Strong skills in Developing, initiating, maintaining and revising policies and procedures for the general operation. Good knowledge of the research and education sector employment standards, policies and regulations Excellent knowledge of compliance reporting procedures and record keeping, Methodical and diligent with outstanding planning abilities 		
Education:	CA, MBA/PGDM ,CS/LLB		
Relevant Experience:	12 years		
CTC per annum:		Total Experience:	15 Years
Will travel?	Yes	Monthly Net Salary:	
Work time		PF – Yes / No	
Reference Companies:	NA		
Gender:	Male / Female	Marital Status:	Married