

Role:- Finance - Shalini

Regular office hours :- 9.30 AM – 6 PM

Date:- 1st April 2020– 31st March 2021

Job Role Summary:

This role is responsible for collection of payments and registration of clients. This role reports into the COO and CFO.

Key Results Area#1 – Keeping track of fund requests/closure sheets for South Events

- Ensure all funds requests from the south are handled as per budgets
- Closure sheets to be done for the south. Has to be done within 45 days of event execution

Key Results Area #2 – Checking settlements and Compliance

- Ensure all settlements are checked against budget allocated
- Ensure all bills are compliant as per company regulation

Key Results Area #3– Management of discipline and a guarding of Wings culture

- Ensure reporting into office by 9.30 AM.
- Ensure only 2 breaks of 15 minutes each
- Ensure Wings dress code is followed.