

Role:- Finance - Kailash

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 – Collection and Payment follow up

- To keep track of pending collections and to follow up with clients on the same. Number of payments above 90 days should be NIL unless client's payment terms are more than 90 days.
- Ensure a daily tracker is updated on collections pending

Key Results Area #2 – Reports

- Ensure weekly reports are sent to marketing heads on pending payments
- Ensure weekly collections details are shared

Key Results Area #3 – Vendor/Client registration

- Ensure client/vendor registration is done on time and efficiently. No registration should exceed more than 2 days.

Key Results Area #4 – Courieriering of Invoices

- Ensuring all invoices are couriered on time to the correct person. Checking with clients if they have received the invoices.

Key Results Area#5 – Keeping track of fund request/closure sheets for Mumbai and Delhi

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

Key Results Area #6 – Checking settlements and Compliance

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

Key Results Area #7– 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.