

Role:- Finance - Silambarasan

Regular office hours :- 9.30 AM – 6 PM

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

Job Role Summary:

This role is responsible for the overall running of the finance team for Events. This role reports into the COO and the CFO.

Key Results Area #1 – PO for partners

- To ensure PO's are given to partners before the event.
- Ensure negotiation with partners are done and the best price is arrived at
- A yearly saving of 5% of the total billing leaving pass through payments is done.

Key Results Area #2 – Reports

- Ensure monthly reports are sent to the COO
- Savings report to be shared with COO monthly

Key Results Area #3 – Billing Coordination

- Coordinate with marketing team to ensure billing is done on time.

Key Results Area #4 – Fund Request

- Ensuring all fund requests are transacted on time with appropriate bills

Key Results Area#5 – Keeping track of closure sheets for Bangalore

- Closure sheets to be done for Bangalore. Has to be done within 45 days of event execution

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.