

**Sr. Associate - Finance**

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| <b>Position Vacant</b>                       | 01   |
| <b>Qualification</b>                         | CA/CMA (ICWA), CA/CMA (ICWA) Intermediate passed Full-time two years or full-time MBA with specialization in Finance with minimum 50% Marks.   |
| <b>Experience</b>                            | Min 08 years post qualification in line experience in executive position.  |
| <b>Relevant Industry</b>                     | Oil and Gas  |
| <b>Job description/<br/>Responsibilities</b> | <ul style="list-style-type: none"><li>• Preparation of Account/ P&amp;L Statements / Cash flow and Fund Flow Statement/ Balance Sheet.</li><li>• Calculation of TDS/TCS on inward/outward invoices and issuing TDS/TCS certificate every quarterly to vendors/ customers.</li><li>• Assisting Statutory auditor, internal auditor, tax auditor and CAG auditor in providing various details / clarification as sought.</li><li>• Initiating payment run at predefined frequency, accounting the same and reconcile all the bank transaction periodically.</li><li>• Preparation to MIS statement (Monthly Sales Summary Statements / Funds Position / Compliances status).</li><li>• Filing of various legal and tax compliances at predefined frequency (TDS Return/ GST Return/VAT Return/Excise Return/Green Cess.)</li><li>• Product Pricing working and intimating pricing to various stakeholders.</li><li>• Carrying out monthly invoicing to customers and reconciling the payments received / charges interest wherever applicable.</li><li>• Assist / guide subordinate in domestic PNG billing process, deposit receipts and bill payments receipts carried out in the in-house software.</li><li>• Carrying out capitalizations of Assets at predefined frequency.</li><li>• Providing details to various agencies/ stakeholders on CAPEX plan/ monthly progress/ Business plan etc on predefined frequency.</li><li>• Assist in implication of new ERP system (SAP B1).</li></ul> |
| <b>Desired profile of the candidate</b>      | <ul style="list-style-type: none"><li>• Max Age limit (As on 09.05.2024): 36 years</li><li>• Self-Starter should be able to work with multiple stakeholders.</li><li>• Strong analytical and decision-making skills, combined with the ability to think innovatively.</li><li>• Communication, Negotiation, Leadership qualities, Conflicts Management etc</li></ul>   |
| <b>Compensation Range</b>                    | Rs. 75,000/-per month  |
| <b>Location of Posting</b>                   | Goa  |
| <b>Website</b>                               | <a href="http://www.goanaturalgas.com">www.goanaturalgas.com</a>   |