

JOB DESCRIPTION ON FOR ACCOUNTS AND FINANCE

1. COMPANY NAME:
 - a. ESSEMMCHEMICALS
 - b. ESS EMM SPECHEM PRIVATE LIMITED
2. Job Title - Head - Finance & Accounts
3. Address-
 - a. Kundan House, 2nd Floor, Above HDFC Bank, 291, DattaPada Road, Borivali East, Mumbai-66 (Default Interview Address)
 - b. Office Nos 319-320-321, New Sonal Estate, Link Road, Malad West, Mumbai-64
4. Office Timings: - Monday to Friday (9 to 6)/ Saturday (9.30 to 4.00).
5. Experience: -4 to 7+YEAR
6. Age: - 30+
7. Gender: - Male or Female
8. Salary: -9lakh to 12lakh as per experience
9. Education: Need Commerce Graduate or MCOM, MBA finance
10. Computer skill: - Excel, word, Power point, any accounting software
11. English: - Need very Fluent English.
12. Industry: - Paints, Construction, Cable, Polymer, textile, Paper and Packaging, solar, Thermoplastic, Automobiles Industrial coating, Rubber, sports flooring, Mould making, Elastomer, Ceramic, Fire Extinguishers, Electronics, Aerospace, Agriculture, GRC.
13. Company: Look from family owned above industry (business)
14. Contact: -Aisha Thakur – 7710017541/Shweta Mittal 9167834416

For Company Funds Management New and current loans

- Organizing funds from various financial institutions like Banks, NBFC & so on
- Building & maintaining relationship with various banks & fund raising to support the operations.
- Coordinating with multiple financial institutions and agencies and other participants in the financial communal to ensure the timely accessibility of finance.
- Building & maintaining relationship with various banks, engaged in cash flow management, cash forecasts, financing the working capital.

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- Negotiating with banks for fund and non-fund-based limits & expansion of existing limits at competitive rate
- Submission of project cash flow to bank for approval of limits and regular update on project progress
- Working capital management including payable, receivable and inventory management and take corrective action for keeping them within budgetary limits.

Loans against Import

- To understand the process of Letter of credit, Buyer's credit, import loan with banks and set up procedure with our internal team to avail the same in systematic way and ensure timely payments back to bank with correct paperwork and interest as per Indian accounting standards.
- Reported to the management and initiated corrective measures; ensured timely remittance of funds on account of Import Bills and settlement.
- Involved in covering Foreign Exchange exposures in various currencies for Import, Exports, Buyer's Credit, Loans & capital expansion through banks.

ACCOUNTS

- Interacting with various Government authorities like Income Tax, MVAT, Service Tax, GST, LBT & Labor Laws & so on for projects updates and ensuring adherence to set compliance of the company.(ESIC,PF,PT,MLWF)
- Enhanced financial processes through initiatives geared towards lowering risk, heightening productivity & improving internal control; extensive knowledge of modern accounting/cost control systems, standards & statutory compliances.
- Fulfilling requirements of Internal & Statutory auditors; providing accurate and timely reports of financial statement
- Developing and documenting business processes and accounting policies to maintain and strengthen internal controls.
- Implementing systems, procedures, manuals for preparation, maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements
- Reviewing monthly financial statements, variance analysis, highlighting weaknesses, and recommending effective suggestions for improvements

Imports and Exports:

- To Manage (Implementing and Monitor) logistics operations for Imports & Exports shipments and negotiated for freights o Interacted between plant and clearing agent for speedy clearance of shipments o Availed export benefits like DEPB and Advance Licence from DGFT Discounting of export bills and establishment of letter of credit and bank guarantee.

Insurance

- always Ensuring appropriate insurance coverage for stock property.
- Ensure protection of company assets with appropriate insurance, controls like periodic and surprised physical verification

Software: -

- As per company needs to create a Team and get the software.

IT Skills

MS office, Excel, Power point, Tally ERP9 OR SAP,

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