MARMORE
MENA INTELLIGENCE

Job Description – Assistant Manager - Finance

JOB TITLE: Assistant Manager – Finance

JOB CODE : MMAMF

REPORTS TO: CEO

DEPARTMENT: Finance

JOB SUMMARY

The candidate shall play a crucial role in managing financial transactions, ensuring accuracy, maintaining books of accounts and compliance with Indian financial regulations. Analytical skills, attention to detail, and ability to work independently and as part of a team will be essential to support the organization's financial health. The candidate will also be interacting with members of the Finance department of the parent company (Kuwait Financial Services, Markaz) in Kuwait to ensure all aspects related to accounts/finance are properly and clearly communicated on time in the desired formats. The candidate will also be responsible to interact with both internal and external auditors to ensure that all financial regulations are being adhered to.

KEY INTERACTION

Internal

–All staff of Marmore/Markaz

–HR & Admin

External

–Company Secretary, Internal & External Auditors

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DUTIES & ESSENTIAL JOB FUNCTIONS

- Prepare and maintain financial records, ledgers, and reports.
- Manage all accounts payable and receivable processes – preparing invoices to send to clients and ensure vendor payments and staff salaries are paid within the set deadlines.
- Preparing monthly cash plans to ascertain the financial requirements
- Conduct regular reconciliation of bank statements and resolve discrepancies.
- Prepare financial statements and reports in compliance with Indian accounting standards.
- Monitor and ensure compliance with financial regulations and tax laws.
- Assist in the preparation and filing of GST, TDS, and other statutory returns.
- Assist in auditing processes and coordinate with external and internal auditors as required.
- Maintain and update accounting systems and ensure data accuracy.
- Communicate necessary financial records to the parent company within the set deadlines
- Preparing monthly MIS on the financial health of the organization to be shared with the leadership team
- Preparing the quarterly and annual budgets
- Manage banking relationships

QUALIFICATIONS

- Bachelor's or Master's degree in Accounting, Finance, or a related field
- Chartered Accountancy (Inter / Final Groups cleared) will be preferred
- Strong knowledge of Indian accounting standards and financial regulations.
- Knowledge of GST, TDS, and other statutory compliance regulations.
- Proficiency in accounting software (e.g., Tally) and MS Office Suite (Excel, Word, PPT).
- Excellent analytical and problem-solving skills.
- Knowledge of handling EPF related processes

EXPERIENCE REQUIRED

5-7 years of experience in a mid-size company in finance profile.

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BEHAVIOURAL SKILLS

¨ Quick learner

¨ Ability to prioritize

¨ Self planning

¨ Results orientation and execution excellence.

¨ Quick turn around

¨ Punctuality

¨ Attention to details

(*The above Job Description is just indicative and not exhaustive. The Job holder may be required to undertake additional duties, which may be reasonably expected and forms part of the function of the job)*

Interested Candidates can email their CV to resume@e-marmore.com

Please mention Job Code: MMAMF in the subject line