Mentor Media
MEMBER OF ELANDERS GROUP

Career Opportunity

Greetings from **Mentor Printing and Logistics Pvt Ltd (MNC).**

We would like to inform you that we are currently looking for qualified and **dynamic CA professionals** for **Finance Manager** position.

Position	: Finance Manager
Location	: Irrungattukottai
Experience	: Any
Age	: Above 35 Years

Please feel free to contact us for any further information.

For **Mentor Printing and Logistics Pvt Ltd.,**

MENTOR PRINTING AND LOGISTICS PVT. LTD. Irungattukottai 602 117. Tamil Nadu, INDIA

Karthik S
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F1.3 JOB DESCRIPTION FORM

1. POSITION DESCRIPTION			
Job Title	Manager – Finance	**Job Grade**	**Z 12**
Division	Mentor Printing and Logistics Pvt Ltd	**Location**	MM – IN
Department	Finance	**Cost Centre**	DTA
Reports to *(e.g. HR Manager)*	Country Head / Corporate	**Supervises** *(e.g. Receptionist)*	AM Finance & Executives

2. JOB DESCRIPTION

Specific Responsibilities (Start each sentence with a verb, e.g. 'Supervise, create, maintain, coordinate, generate'.
If you have more than 10 items, please add accordingly)

1.Oversee the daily accounting functions of the department including AP, AR, GL, FA
2.Prepares on a timely basis monthly report and analysis for management and group reporting
3. Ensure accuracy of numbers in Group reporting software Lucanid are aligned with management reports
4. Prepare quarterly forecast, including annual budgets and performance indicators
5.Ensure prompt and accurate statutory and management reporting, inclusive of monthly GST filing
6.Maintain accurate PPE schedule timely for month end closing
7.Prepare/review audit schedules for internal and external audit purposes
8.Validate and manage GL postings
9.Monitor the cash flow and handle the treasury matters for the company
10.Lead and supervise the accounting team
11.Involve in training and plan for development and growth for the staff
12. Liaise with auditors for financial and internal audits and meet audit deadlines.
13. Coordinate with and support tax agents for annual tax filing and meet tax filing deadlines.
14. Lead in finance-related system (eg Staff claims) and represent finance for organisation-wide system, where applicable
15. Support Site Operation for existing and new projects for all finance-related matters
16. Ensure all capex requests put are aligned with group requirements eg 3 quotes, vendors' justification, cash-flow analysis etc
17. Suggest and recommend processes for productivity and efficiency eg RPA, Generative AI projects
18. Ensure internal control policies are strictly adhered to and recommend improvements to control policies.
19. Oversee and manage yearly stock take
20. Assist the Deputy Director, Finance in all matters as required

3. **JOB SPECIFICATION** (state what qualifications, experiences & skills that are required for this job, not what current jobholder has)	
Academic (e.g. GCE O / Diploma / Degree)	CA (compulsory)
Discipline (e.g. IT, Electrical, Finance, etc.)	Finance / Accounts
Experience (no. of yrs. & type of experience required)	Min. 5-10 Years for Manager
Soft skills (e.g. Good interpersonal skills, ability to work with min. supervision, etc.)	a. Positive attitude b. Self confidence c. Self-motivation d. Good Written and Oral Communication
Special skills (e.g. Specialized training in employment law, etc.)	SAP