

Job Description: Finance Manager

Job Title

Finance Manager

Location

Bangalore

Department

Finance

Reports To

Director

Job Summary

We are seeking an experienced Finance Manager to join our team in Bangalore. The ideal candidate will have 5–6 years of experience in finance and accounting. This position requires a skilled professional who can manage day-to-day financial operations, oversee financial planning and reporting, and ensure compliance with statutory regulations.

Key Responsibilities

- **Financial Planning & Analysis:** Lead the financial planning process, including budgeting, forecasting, and financial analysis to support informed business decisions.
- **Financial Preparation & Reporting:** Prepare monthly, quarterly, and annual financial reports, including profit & loss statements, balance sheets, and cash flow analysis.
- **Cash Flow Management:** Monitor and manage cash flow to ensure liquidity and optimal utilization of funds.
- **Compliance & Audits:** Oversee statutory and internal audits, ensuring compliance with all applicable regulatory and legal requirements.
- **Team Management:** Supervise and mentor a team of finance executives, providing guidance, training, and support as needed.
- **Process Flow & Risk Control:** Review existing financial processes to identify gaps and establish robust process flows with appropriate control matrices.
- **Taxation:** Manage tax planning, filing, and compliance, including GST and income tax regulations.

- ERP & Accounting Software: Ensure effective use and management of accounting software (e.g., Tally) and ERP systems.
- Strategic Financial Support: Provide strategic insights and financial recommendations to the Director to support business growth and profitability.

Requirements

- Education:
 - Master's degree in Commerce, Finance, or a related field.
 - CA qualification is not mandatory, but relevant certifications or experience in financial management will be preferred.
- Experience:
 - 5–6 years of experience in finance and accounting roles, preferably in a managerial or supervisory capacity.
- Skills:
 - Strong understanding of financial reporting, budgeting, and analysis.
 - Proficiency in Microsoft Excel and accounting software such as Tally, QuickBooks, or SAP.
 - Solid knowledge of taxation, compliance, and audit procedures.
 - Excellent leadership and team management skills.
 - Strong analytical and problem-solving abilities.
 - Effective verbal and written communication skills.
 - Ability to work independently and manage multiple priorities.

Desired Skills

- Familiarity with ERP systems.
- Experience in cost control and process optimization.
- In-depth knowledge of GST and income tax regulations.