

Post: Manager / Dy. Manager – Finance

Nature of Job	3 years Fixed Term Employment. Can be considered for extension or regular employment subject to performance evaluation.
Employment Terms & Remuneration	Manager: Scale (Rs.): 56,100-1,77,500* Dy. Manager: Scale (Rs.): 47,600-1,51,100* All other benefits would be as per SCOPE Policy and Rules. *(CDA Pattern)
Position	The position offered can be at grades higher or lower on the basis of qualification, experience and suitability of the candidate.
Qualification	CA / ICWA.
Experience	8+ years for Manager & 6+ years for Dy. Manager in finance.

Job Context

The incumbent would support & assist the SCOPE Senior Management team on future directions, strategic initiatives in all matters pertaining to finance & accounts, laws, tax matters and Government Policies. The responsibilities would include preparation of the annual budget, scrutiny/vetting of financial proposals, dealing with tax matters, policy advocacy on economic & fiscal policies with Ministry of Finance, regulatory authorities and creating a sound & robust service line for providing professional services to Public Sector Enterprises on treasury management, portfolio management, stock markets, mutual funds and wealth management, tax matters & compliance of statutory obligations on the finance laws and guidelines of the regulatory bodies.

Job Description:

- Support and assist Senior Management team on formation of Company's future direction and develop financial strategies in alignment with organisations vision/mission.
- Prepare annual financial budget, in close collaboration with functional in changes and setting financial parameters for close monitoring.
- Support and implement continuous improvement ideas and innovation to enhance the cost efficiency, effectiveness of process and performance management tools.
- Assisting on preparation of financial reports/ statements and proposals to the Board.
- Preparing approach papers/updates on various economic and fiscal policies, particularly those impacting PSEs, in close co-ordination with member organisations for policy advocacy with concerned Ministries and Financial Regulatory Authorities.
- Handling all financial matters including, scrutiny, concurrence of proposals and preparation of Statements of Accounts etc.
- Effective management of all tax matters (direct and indirect), compliance of all tax laws, GST, Income Tax etc. and co-ordinating with Statutory Authorities.
- Engagements with Auditors (Statutory, Internal Audit) and timely compliance of audit observations.
- Setting up Financial Advisory Service to assist PSEs in professional matters such as Treasury Management, Portfolio Management especially asset reconstruction, asset management, listing requirements of Scrips, working with stock exchanges/ commodity exchanges, ICAI standards etc.

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