

Job Description

Role: Manager Finance

Company Profile

SmartOwner is India's first and largest marketplace for property investors. SmartOwner was founded by highly successful entrepreneurs from Silicon Valley who are alumni of Harvard, Stanford and the University of California.

With an innovative business model and a scalable technology platform, SmartOwner enables clients to access high value assets in India safely and transparently and to achieve attractive returns.

Job Summary

The Manager Finance role involves managing a team of accounts executives and other responsibilities pertaining to the finance team. The candidate must be systematic, meticulous and very organized with an ability to manage team effectively.

Key Roles and Responsibilities

- Overall full control of general ledger sections including authorization for bill passing for expenses and payments, miscellaneous transactions, timely statutory payments, ledger scrutiny, and final accounts
- Preparation of Periodic MIS /Quarterly & Annual Financial Statements of accounts and complying annual audits
- Preparation of monthly budget of the company, performing financial analysis including ageing variance analysis and financial statement review.
- Oversee annual /periodic internal audit, statutory and tax audit by auditors. And ensuring compliance of statutory returns /payment within due date as per Income Tax Act, Central Excise and Sales Tax Authorities.
- Proven People Management skills. Training and development of accounts personnel, including training on relevant professional issues and internal company procedures relating to finance and accounts, purchasing and administration.
- Liaise with company bankers, insurers, tax consultants and, internal /statutory /tax auditors
- Perform/assisting for company secretarial functions for ensuring compliance thereof.

Desired Functional areas:

- MIS & Book closure
- Compliances
- Accounts payable function
- Accounts receivable (AR applications and analytics)
- Payroll
- Travel and entertainment reimbursements
- Bank, F&A & GL reconciliations

Desired Qualifications:

- Chartered Accountant of 5+ years of post-qualification experience(2-3 yrs of team handling exp)
- Hands on experience in MS Excel and MS Word
- Should have experience in Tally. Knowledge on any other ERP is an added advantage.
- Experience in book closure and audit as per Indian GAAP is a must have.
- Preferred experience in Real Estate industry

Compensation and Benefits

SmartOwner offers successful candidates an outstanding compensation package.

SmartOwner Services India Pvt Ltd

Worldwide Headquarters

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