

**Job Location** -Manesar, Haryana.

**Academic background** -Chartered accountant

**Experience** - 5-10 years

**Company Name** -Spinks Softech Pvt. Ltd- Automotive division

Spinks Softech is a well-known automotive OEM component manufacturer that forms a vital part of the esteemed Spinks World group. It specializes in molding, decoration, and assembly of automotive interior components, catering to the specific requirements of the automotive industry.

**The key responsibilities and accountability of this role include:**

1. Financial head of this company and its affiliates around India.
2. Preparation of Monthly/Quarter end/Year-end MIS reports.
3. Preparation and analysis of consolidated budget and forecasts.
4. Intercompany reporting and coordination with group entities for reconciling balances.
5. Timely and accurate submission of P&L, BS, MFR packs.
6. Presenting the financial health of the company to the management.
7. Overseeing the accounting department, budget preparation, and audit functions.
8. Working with other department heads to monitor each department and make recommendations.
9. Directing the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports.
10. Analyzing operations to identify areas in need of reorganization, downsizing, or elimination.
11. Analytical review of financial statements along with the variance analysis of profit and loss account and balance sheet, trend analysis, and ratio analysis.
12. Ensuring all statutory compliances like GST, Sales Tax, Service Tax, TDS, Advance Tax are met.
13. Preparing the budget on a monthly basis and finding out the variance, which helps in cost reduction and cost control for management.
14. Maintaining and reviewing books of account.
15. Preparing and representing yearly sales meeting data, which helps the management for future business planning.
16. Working as per defined standard operating procedures, TDS calculation, and GST knowledge.

**Essential Skills/Abilities:**

- Exceptional leadership and supervisory abilities.
- Strong analytical and organizational aptitude.
- Proficient in operating database and accounting computer software systems.
- Outstanding written and verbal communication abilities.
- Advanced MS Office/Excel expertise.
- Fluent in spoken and written English.
- Proactive and self-assured.
- Experienced in utilizing ERP software platforms such as SAP, Oracle, etc.