

DMICDC LOGISTICS DATA SERVICES LIMITED

Job Description for the post of “Finance Manager”

COMPANY PROFILE:

DMICDC Logistics Data Services Limited (DLDSL) is a joint venture company between Government of India represented by DMIC Project Implementation Trust Fund (now known as NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation.

DLDSL was incorporated on 30th December, 2015, with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in Government’s Plan of improving the Ease of Doing Business in India.

The flagship project of the company “Logistics Databank system (LDB System)” is a game changing solution that provides the Export Import Container visibility service across the Western corridor of India along with comparative performance metrics.

POSITION OBJECTIVE:

To set up accounting processes and ensure accounting as per IGAAP, Month end and Year end closing with provisioning, preparation of Financials as per Schedule VI, MIS reporting, Budget preparation, statutory compliance (Indirect Taxation, Direct taxation), handling tax matters, Statutory Audit & Internal Audit, Cash Flow Management.

POSITION ACCOUNTABILITIES:

- Oversee the overall corporate budgeting preparation, management and monitoring processes.
- Ensure that the financial reports are prepared and delivered on time
- Review financial data for accuracy, correctness and completeness.
- Hire and train new employees on financial operations.
- Monitor and manage all expense within the allotted budget.
- Establish key financial strategies to enhance business profitability.
- Ensure financial team follows company policies and regulations.
- Develop standard accounting procedures to improve financial operations efficiency.
- Participate in performance evaluation of finance staff and conduct counselling sessions to identify skill development needs.
- Review annual budgets and recommend any changes if needed.
- Assist in account payable and receivable activities.
- Perform account reconciliation activities.
- Generate financial reports related to budgets, account payables, account receivables, expenses, etc.
- Ensure accurate calculation and distribution of salaries and other benefits to employees.
- Establish accurate forecasts regarding expenses and revenues and manage regular reporting requirements.

- Monitor competitor activity and stay updated about latest industry trends.

POSITION SPECIFICATIONS (KNOWLEDGE, SKILL AND EXPERIENCE): D - DESIRABLE, E ESSENTIAL

• Ability to setting up the finance processes, accounting system and ensure Accounting as per IGAAP, Month end and year end closing with provisioning.	E
• Should be able to prepare financial statements, MIS reporting, Budget preparation & Forecasts, Management reporting.	E
• Ensuring Proper Deduction and Deposit of TDS as per Income Tax Act 1961(194C, 194I, 194J etc), Prepared E-TDS Returns & downloading of Form 16 & 16A. Ensure Tax matters (Direct & Indirect) i.e. filing tax return, timely deposit & liasoning with tax departments.	E
• Ability to manage Statutory Audit, Internal Audit, Tax Audit, Transfer pricing Audit with Auditors and consultants.	E
• Ensure payroll processing & accounting along with statutory compliance i.e. PF, ESI etc.	E
• Fund Management- Day to Day Fund Planning, Monitoring the fund Status, additional Funds requirement, and investment of surplus funds.	E
• Having experience in dealing with Banks for funds management/routine functions etc. Handle Account payables, Account Receivables.	D

MINIMUM REQUIREMENTS:

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Should not be more than 35 years as on 23rd August, 2017 is eligible to apply for the said position.
- **Academic & Professional Qualification:** Candidates applying for this position should be Chartered Accountant.
- **Experience:** Having minimum 5 years of experience.

SELECTION PROCESS:

- The selected incumbents may be taken under the payroll of “**DMICDC LOGISTICS DATA SERVICES LIMITED**”.
- The age of superannuation shall be 60 years. Joining will be immediately after selection.
- A Selection Committee will be constituted to short list, interview and recommend the candidate.

DESIGNATION & JOB LOCATION

The designation shall be “**Finance Manager**”. The job location will be in Delhi/ NCR but may require frequent travel.

SALARY

- As per Industry standards

HOW TO APPLY:

Resume and duly filled application, in the prescribed format for the above post can be sent by post / hand to the following address so as to reach latest by **23rd August, 2017** before **05:00 PM**. The envelope containing application should be super scribed with "**Application for the post of Finance Manager**"

Or apply through careers section on the website www.dldsl.in

Address for communication:

DMICDC LOGISTICS DATA SERVICES LIMITED

Room No. 341B, 03rd Floor, Main Building

Hotel Ashok, Diplomatic Enclave,

50B, Chanakyapuri, New Delhi - 110 021

Phone: +011-26118884 - 89

Email: contactus@dldsl.in and jobs@dldsl.in

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.