

## **Job Description**

**Position:** Assistant Manager- Accounts (A/cs)

**Location:** Chandigarh

**Industry:** FMG/Liquor

### **Job Summary:**

We are seeking an experienced Assistant Manager Accounts to join the team including the liquor vertical. The ideal candidate will have a strong background in accounting, financial management, and regulatory compliance within the liquor sector. This role requires attention to detail, analytical skills, and the ability to collaborate effectively with cross-functional teams.

### **Responsibilities:**

1. Oversee day-to-day accounting activities, including accounts receivable, accounts payable and general ledger maintenance.
2. Ensure accurate and timely preparation of financial statements, reports, and budgets.
3. Monitor cash flow, banking transactions, and financial forecasting.
4. Coordinate with external auditors for annual audits and regulatory compliance.
5. Implement and maintain internal controls to safeguard company assets and ensure compliance with accounting standards and regulations specific to the liquor industry.
6. Collaborate with other departments to provide financial insights and support decision-making processes.
7. Stay updated with industry trends, regulations, and best practices to drive continuous improvement in financial operations.
8. Train and mentor accounting staff to enhance their skills and knowledge.
9. Any other Account related work as per the requirement of the Organization.

### **Qualification and Experience:**

1. B.Com/ M.Com/ CA Inter from recognized university with minimum 3 years of active & valid experience in Liquor industry and knowledge of Excise, VAT.

### **Requirements:**

1. Sound knowledge of accounting principles, financial reporting, and tax regulations relevant to the liquor sector.
2. Proficiency in accounting software, ERP, SAP and MS Office Suite, particularly Excel for financial analysis and reporting.
3. Strong analytical skills with attention to detail and accuracy.

4. Excellent communication and interpersonal skills to collaborate effectively with internal and external stakeholders.
5. Ability to work independently, prioritizes tasks, and meets deadlines in a fast-paced environment.
6. Experience in implementing and maintaining internal controls and ensuring compliance with regulatory requirements.

**Benefits:**

1. Competitive salary package
2. Health insurance and other benefits as per company policy.
3. Collaborative and dynamic work environment.

This role offers an exciting opportunity for a dedicated and experienced accounting professional to contribute to the success of our company in the dynamic liquor industry. If you meet the qualifications and are ready to take on this challenge, we invite you to apply and join our team