

JOB DESCRIPTION

ROLE: Senior Finance Manager
Department: Finance
REPORTS TO: Group Financial Controller
LOCATION: Baroda, India

PRIMARY RESPONSIBILITIES:

This person would be primarily responsible for supporting the UK Group's finance team by day to day management of the India finance department based in Baroda. India finance department consists of MIS, Accounts Payable, Credit Control and Customer Services.

This person is also responsible for all statutory compliance for the Group's Indian registered companies.

SECONDARY RESPONSIBILITIES:

Monthly close, reporting and systems:

- Supervise monthly financial close process including account analysis and account reconciliations.
- Deliver accurate management information including, statistical data, financial statement preparation and management reports, on a timely basis (daily, monthly, quarterly, and annually).
- Preparation for Board submission of monthly management accounts and metrics.
- Monitor production and ensure integrity of monthly management accounts for operational management.

Annual and interim audits:

- Production of quarterly and year-end statutory accounts as signed by Auditors, and Annual Report as sent to Shareholders.
- Review of tax computations and to ensure that effective tax planning and compliance is maintained.

Budgets & Treasury:

- Liaise with the Banks.
- Prepare weekly Cash Flows.
- Treasury Management to include hedging.
- Budgets, cash flows and forecasts for UK and Indian entities.

Internal and External Compliance:

- Review internal controls, policies and procedures.
- Ensure compliance with policies, Ethics and values of the B&S Group.
- Ensure compliance with requirements of external regulatory authorities.

Team management:

- One to ones.
- Team meeting.
- Reviews.
- Disciplinary meetings.
- Training and development.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- 5 – 10 years experience in a multi-site organisation.
- 5 – 10 years experience as Manager.
- Previous auditing experience.
- Previous management accounting experience.
- ERP and Microsoft Office.
- Developed inter-personal skills.
- Strong organisational skills.
- CA qualified.