

JOB DESCRIPTION

I. JOB DETAILS

Job Title	Finance Controller		
Function	Finance & Accounts	Location	Noida
Direct Reporting to:	Director Finance	Matrix Reporting to:	CEO
Staff Supervised	Direct Reports: 7	Matrix Reports:	

Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & Advisory Services. With 10,000+ Associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in our service offerings. We adorn ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.

With a consistent top line growth of about 21% YoY, the standalone revenue stands proudly at INR 156 Crores for the Year 2021-22. It is poised for much sharper top line growth in the ensuing years, based upon the investments made on critical projects commissioned in 2021-22 as well as strong fundamentals across the three business verticals.

II. JOB PURPOSE

The role holder will be a senior management professional who would lead the accounting & financial practices for the organization & group entities.

- ✓ Assist in the corporate planning process and maintaining strategic direction by regularly reviewing and analyzing business financial performance.
- ✓ Provide advice and counsel to management regarding tax related provisions, project cost estimation & reporting and other risk factors to achieve desired business results.
- ✓ To provide complete financial management and accounting services including budgeting and financial control in accordance with statutory requirements, corporate policies and procedures.
- ✓ Transaction Related Advisory, advice to senior management on various taxation issues, structuring of various operation leases, bid proposal, due diligence, financial modelling, alternative models, JVs etc;
- ✓ To ensure that the administrative responsibilities set out in company law are properly carried out, there is sound compliance and effective governance and assistance is provided to the Board of Directors in execution of their tasks.

III. KEY RESPONSIBILITIES

Operational and Financial

- ✓ Frame accounting policies and Procedures and drive conformance to them in all entities.
- ✓ Drive cost and budgetary control to enable delivery of committed cost targets, by frequently reviewing payables and receivables.
- ✓ Responsible for maintaining books of accounts for the organization, the key activities would involve month end closing, leading to P&L and Balance Sheet.
- ✓ Presentation of monthly financials to the Stakeholders of the organization thru Management Reporting Deck
- ✓ Set-up Accounting system and Internal Control system
- ✓ Manage Statutory Audit, Tax Audit, Internal Audit, HR Processes, ESI, PF etc
- ✓ Manage taxation review and compliance, handling notices/ demands/ litigation as well as representation in proceedings.
- ✓ Setting up and constant monitoring of basic finance processes for the organization, invoice review, employees claim reimbursement, petty cash etc.
- ✓ Lead negotiation with vendor's along with Procurement team & business to ensure best deals & control Opex/Capex.
- ✓ Identify and flag risks impacting project margin, proposing corrective actions including accrual bookings and provisions. Responsible for preparing the detail of Revenue & Cost reports for the financial score cards & reporting.

Management Reporting, Budgeting and Forecasting

- ✓ Preparation of the AOP (annual operating plan), profit estimates and periodical forecasts.
- ✓ Produce, review and present monthly analysis of results, costs, headcount, Opex v/s budget and forecasts.
- ✓ Review & approval of various cost rationalization initiatives, reporting & tracker.

- ✓ Provide ad-hoc financial analysis to support business decisions, doing cost benchmarking across industry.
- ✓ Review & advice on different ongoing & upcoming projects for the organization & tracking the current progress of the projects to ensure that the project is not going off-track.
- ✓ new business development, RFP / tender evaluation, business case preparation, Pricing & Margin analysis
- ✓ Respond to any queries and requests from Business Head and clients for reporting and analysis.

People

- ✓ Own up recruitment of qualified & competent personnel in the department
- ✓ Ensure timely goal setting, monitoring, review of performance parameters and feedback for team
- ✓ Oversee capability building for the team and mentor and groom high-potential team.

IV. KEY PERFORMANCE INDICATORS

Measurable Deliverables	<ul style="list-style-type: none"> ✓ Process, Controls & tracking mechanisms established & their efficiency. ✓ Quality of reports & analytics. Closure & tracking of improvements. ✓ Regimented F&A schedule, closing, Analysis, Review. ✓ Business process improvements. ✓ Growth in business Volume, Revenue & Profitability for each standalone businesses.
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V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE

Qualification	CA with 8 to 10 years of experience or MBA Finance with 12 to 15 years of experience in organizations of repute & credible practices. Experience in service Industry is essential.
Specific experience	<p><u>Business Acumen</u></p> <ul style="list-style-type: none"> ✓ Demonstrates an understanding of business drivers and the impact of decisions on the business. Makes sound, timely decisions based on an analysis of the available information and prior experience. ✓ Showcase industry/functional expertise & deploys relevant processes based on an in-depth understanding of the end-to-end value chain. <p><u>Strategy & Executing for Results</u></p> <ul style="list-style-type: none"> ✓ Track progress through key metrics and display an ability to spot potential issues well in advance ✓ Actively keeps abreast of industry trends to ensure the company's propositions are relevant, competitively priced and delivered in a manner that meets or exceeds user expectations
Overall experience	As above, 10 to 12 years, primarily in Telecom / FMCG / Staffing / E Skill / E Com companies.

To know more about **Vision India Services**, visit us at www.vispl.co.in
www.justjob.co.in ; www.liveskills.in

