

Assoc Manager, Treasury

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Company: Coats

Location: India

Category: other-general

Finance RR related activities

- i. Fixed Assets Accounting (CAPEX, deletions, depreciation, etc.)
- ii. Maintenance of Fixed Assets Register (Companies Act and Income Tax Act)
- iii. Management physical verification of Fixed Assets
- iv. Petty Cash maintenance at HO and monthly certification for other locations
- v. Cash Management System & Funds in Transit – review on a monthly basis
- vi. Bank Reconciliation Statements for all bank accounts
- vii. Balance sheet reconciliations – select GLs
- viii. Accounts Payable activities – on need basis in head office
- ix. Tax Deducted at Source (TDS) monthly returns

Secretarial activities (unlisted private limited company)

- i. Engage with secretarial consultant on an ongoing basis
- ii. Preparation of decks required for quarterly and special board meetings
- iii. Preparation of MCA related returns
- iv. Engaging with Group Taxation team to provide data on need basis
- v. All other secretarial matters

Position – Assistant Manager, Finance

Academic qualification – CA experienced

Years of Experience - years in corporate or mid/large sized audit firms

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