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# Example of Finance & Accounting Manager Job Description

Our company is growing rapidly and is hiring for a finance & accounting manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for finance & accounting manager

* Monthly generation of MIS reports including divisional cost / performance reports for both the organizations
* Interacting with HR /admin and other operating teams on a day to day basis and ensure smooth flow of financial operations
* Banking and bank transactions including estimation of funding requirements and organizing the same
* Payroll processing in tandem with the HR team and the outsourced service provide
* Processing of all payments including employee payments in accordance with the laid out rules
* Good knowledge of the STPI and customs formalities
* Ensure proper processing of all statutory payments without delays
* Good knowledge of the TDS procedures
* Good knowledge of the personal income tax rules to assist the employees from time to time
* Interaction with the statutory auditors for closing of accounts and ensure that the accounts are closed on time

## Qualifications for finance & accounting manager

* Provides assistance with the monthly reporting process, including the ensuring the timely submission of all UK deliverables to EMEA
* Assists with the preparation of the statutory accounts to ensure completion in line with Group deadline
* Key contact for Internal and External audit
* Supports the FC to improve the financial control environment in the UK, including involvement in a number of ongoing and new projects
* Generous company pension
* Family Private Medical Cover