

Job Description

About the Role:

The **Assistant Finance Manager/Finance Manager** will oversee Organization's financial operations, focusing on accounts payable, payroll, statutory compliance, audits and timely reporting to the donors as per the requirement. He/she will collaborate and work alongside our existing employees in completing the assigned tasks.

Success in this role means ensuring timely payments, accurate payroll processing, and compliance with regulatory requirements, as well as maintaining smooth financial operations and supporting Organization's mission

Roles and Responsibilities:

- Transaction Management & Payroll: Manage accounts payable, employee reimbursements, and payroll processing.
- Accounting, MIS & Financial Discipline: Ensure accurate bookkeeping, timely month-end closures, and high-quality MIS reporting.
- Statutory Compliance & Audit: Ensure full compliance with Income Tax, FCRA (if applicable), and other statutory requirements; lead audits.
- Treasury, Receivables & Cash Flow: Oversee bank reconciliations, donor inflows, receivables, and cash flow planning.
- Internal Controls & Process Improvement: Strengthen SOPs, internal controls, and financial processes to support governance and scale.

Educational Qualification/Experience:

- CA/CMA or Master's degree in Finance, Accounting, Commerce, or a related field
- 1-5 years of experience in financial management; experience in the non-profit sector is an advantage.
- Proven experience in statutory compliance, accounts payable, payroll management, and audits.
- Prior experience with Non-Profit sector is preferred.

Knowledge & Skill Sets Required:

- Strong understanding of statutory regulations (TDS, PF, ESI, Professional Tax) and tax filings.

- Proficiency in accounting software (QuickBooks, Tally, Zoho Books) and advanced skills in MS Excel.
- Excellent communication and leadership abilities.
- Strong attention to detail, problem-solving skills, and the ability to manage multiple tasks efficiently.
- Knowledge of financial reporting, vendor management, and process improvement strategies.
- Ability to liaise with internal teams and external stakeholders effectively.

Others:

- Scope : Full time
- Age Criteria : N/A
- Reporting to : Senior Manager - Finance
- Expected Start Date: Immediate
- Location: Alandur, Chennai
- Salary Range: 7.5Lpa - 11Lpa

Please share your resume at: contact@pmspl.net.in