

## JOB DESCRIPTION

<b>Position Title</b>	Senior Manager – Financial Reporting & Tax
<b>Company</b>	GFCL EV Product Limited
<b>Level / Grade</b>	V / M1
<b>Division / Department</b>	Finance & Accounts
<b>Location</b>	Noida

### 1. JOB PURPOSE

Responsible for Planning and Managing all Financial Compliances

### 2. Reporting to: CFO

### 3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Annual and Quarterly Closing of Accounts – (SEBI Listing Agreement & Indian Accounting Standard) & Audit	<ul style="list-style-type: none"> <li>• Preparation and Audit of Quarterly and Annual Published Results for Standalone and Consolidated financials of GFCL EV in compliance with Indian Accounting Standard and SEBI Listing Regulation</li> <li>• Preparation and Audit of Annual Report along with disclosures for Standalone and Consolidated financials of GFCL EV in compliance with Companies Act and Indian Accounting Standards</li> <li>• Act as a key contact for external auditors and get account audited from Auditor</li> </ul>	Timely Compliance
Companies Act 2013	<ul style="list-style-type: none"> <li>▪ Compilation of financial data and coordinating with company secretarial department and Auditors for filling of XBRL Annual Return as per Section 137 of Companies Act 2013</li> </ul>	▪
Tax Audit	<ul style="list-style-type: none"> <li>▪ Assisting in Tax Audit report, Transfer Pricing Compliance and Filing of Income tax annual return.</li> </ul>	▪
General Ledger & Reconciliation Including Fixed Assets	<ul style="list-style-type: none"> <li>▪ Manage general ledger activities and reconcile accounts</li> <li>▪ Review of Capital Expenditure, CWIP, Property Plant and Equipment, Intangible Assets and Investment Property.</li> </ul>	▪

Compliance sustainability and integrity	<ul style="list-style-type: none"> <li>▪ Ensure all activities under his/her control and supervision are compliant with all the laws of land and statutory requirement.</li> <li>▪ Review Compliance Status and take necessary action to mitigate any non-compliance as identify.</li> <li>▪ Be responsible for ethical operation under his control.</li> <li>▪ Be responsible for prevention, detection and reporting of bribery and other forms of corruption including breach of code of conduct and other company regulation.</li> <li>▪ Avoid all such activity that could lead to or imply breach of code of conduct, anti-bribery and anti-corruption etc.</li> <li>▪ Immediately report any incidents related to social responsibility violations and anticorruption / Anti Bribery process deviation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil Violations of Law</li> <li>▪ Nil violation of social responsibility policies</li> <li>▪ Nil violation of Code of Conduct and Anti Bribery and Anti-Corruption</li> </ul>
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#### 4. SKILLS AND KNOWLEDGE

##### Educational Qualifications

<ul style="list-style-type: none"> <li>▪ CA with excellent Knowledge of SAP\S4 HANA</li> </ul>
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##### Functional Skills

<ul style="list-style-type: none"> <li>▪ Sound working knowledge of accounting practices and standards</li> <li>▪ Good knowledge of SAP software</li> <li>▪ Good communication and presentation skills</li> <li>▪ Good command over MS-Office.</li> </ul>
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##### Competency Required

Entrepreneurial Drive	Customer Service Orientation	Analytical Thinking	Managing Self
Taking Initiative Achievement Orientation Risk Taking Ability	Service Delivery Value Addition Listening & Responding	Conceptual Thinking & Problem Solving Cognitive Behaviour Lateral Thinking	Self Discipline Self Awareness Time Management
Energetic & tenacious ability to deliver, taking initiatives involving calculated risk. The rationale is that for effective implementation, intellectual analysis is not sufficient. It demands a bias for action, that is taking rapid entrepreneurial decisions and the energy, tenacity and resilience to overcome obstacles.	The degree to which one focuses efforts in discovering the needs of individuals or customers and provide them a high quality service in an efficient and an effective manner. It is concerned with performing work constantly and consistently to a level, so that customer demands are met and exceeded consistently.	It is a purposeful, reasoned and goal oriented thinking. The ability to solve problems using a systematic approach. It involves visioning the future goals to be achieved, collecting the information, analyzing the cost, risk and the chances of success involved, by taking the right decision.	It is the ability to know your triggers, preferences, and the internal resources and be able to apply them to guide the performance. It would include goal setting, decision making, focusing, planning, organizing, taking initiative and taking calculative risk to achieve the goals in the given time period.

##### Relevant and total years of Experience

<ul style="list-style-type: none"> <li>▪ Minimum 6 to 8 years of post qualification experience in Financial reporting &amp; audit</li> </ul>
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