

Position Description

Unit	NCPL	Gender	MALE / FEMALE
Position Title	Asst. FINANCE MANAGER (Compliance)	Reports to	FINANCE MANAGER (Analytics & Compliance)
Department	FINANCE AND ACCOUNTS	No of positions reporting	2
Grade	MANAGER	Location	KALOOR

Objective (The main purpose of the position)

The person will be primarily responsible for ensuring that Novelty Group Companies adheres to all relevant regulatory requirements and for preparing comprehensive financial reports of all units under the Group Company. This role requires a meticulous individual who can manage various compliance activities, prepare insightful financial analyses, and coordinate with statutory bodies.

Key Responsibilities (Primary duties and tasks of the position)

Key Responsibilities

Compliance Management

Compliance-related activities that the person is responsible for, including but not limited to:

- Goods and Services Tax (GST) - Monthly and Annual filings.
- Tax Deducted at Source (TDS) compliance.
- Income Tax filings.
- Labour-related taxes (Professional Tax, Provident Fund, Employee State Insurance etc.)
- Compliance with laws pertinent to the business, such as Shops & Establishment Act, trade license renewals and its registrations.
- Financial Reporting

Prepare monthly management financial reports.

Conduct thorough analyses of financial reports and provide remarks and recommendations.
Generate Gross Profit (GP) analysis reports and offer insights based on the findings.

Audit Coordination

Coordinate with statutory auditors to facilitate the finalization of statutory audits and tax audits.
Ensure timely and accurate completion of audit requirements.

Liaison with Authorities

Act as the primary liaison with statutory authorities, ensuring smooth communication and compliance with all regulatory requirements.

Operational Support

Undertake any other tasks that support the operations department as required, leveraging the individual's capabilities and expertise.

Qualification & Requirements

Qualifications

- Educational Background: Bachelor's degree in accounting, Finance or Taxation.
- A Semi Qualified professional certification (such as CA, ICWAI) is preferred.
- Experience: Minimum of 5 years of experience in compliance, tax and financial reporting roles.

Skills

- Strong knowledge of GST, TDS, income tax, and other relevant tax laws.
- Proficiency in financial analysis and reporting.
- Proficiency in Microsoft Excel, including advanced functions and data analysis tools.
- Excellent coordination and communication skills.
- Attention to detail and high level of accuracy.
- Ability to work independently and manage multiple tasks efficiently.

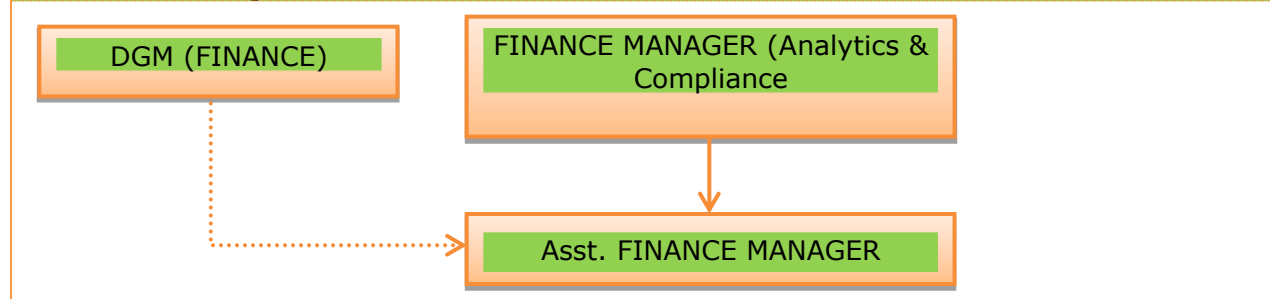
Additional Requirements

- Willingness to stay updated with the latest regulatory changes and financial reporting standards.
- Ability to work under pressure and meet tight deadlines.
- Proactive and solution-oriented mindset.

Relationship with others

Internal coordinates	Purpose	Frequency
All Department's	Internal	Regular / Need based
External coordinates	Purpose	Frequency
Statutory Authorities	Liaison	Need based
Statutory Auditor	Tax and Stat Audit	Need based
Internal Auditors	Compliance / Internal Audit	Need based

Position in the Organization framework



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