

Job Description			
<b>Job Title:</b>	Manager		
<b>Function:</b>	Finance - Accounting	<b>Report to:</b>	Chief Finance Officer - Finance - Accounting
<b>Location:</b>	Turbhe, Navi Mumbai	<b>Position Type:</b>	Full Time
<b>About Yashraj Biotechnology Ltd:</b>			
<p>Yashraj Biotechnology Ltd (YBL) is a research and innovation driven, UL registered and ISO 13485:2016, ISO 9001:2015 and ISO 45001:2018 certified company, established in 1999 at Navi Mumbai, Maharashtra, India. YBL also has offices in Germany and USA.</p> <p><b>Our Vision:</b> Be the key player in Life Sciences – Diagnostics and drive innovation for making a Healthier World.</p> <p><b>Our Values:</b></p> <ul style="list-style-type: none"> <li>• Commitment</li> <li>• Consistency</li> <li>• Fairness</li> <li>• Innovation</li> <li>• Responsible Business</li> </ul> <p><b>Website –</b> <a href="http://www.yashraj.com">www.yashraj.com</a> - Visit our website, understand about our products.  <b>LinkedIn Profile –</b> <a href="https://www.linkedin.com/company/yashraj-biotechnology-ltd/">www.linkedin.com/company/yashraj-biotechnology-ltd/</a></p>			
<b>Roles and Responsibilities</b>			
<p>❖ To own YBL Vision, Values and Mission.</p> <p><b>General and Task Management</b></p> <ul style="list-style-type: none"> <li>❖ Ensuring proper maintenance of books of accounts, as per applicable Accounting Standards.</li> <li>❖ Preparation of Monthly/Quarterly and Annual Financials.</li> <li>❖ Filing of returns and payment of taxes related to Goods &amp; Services Tax Act, Income Tax Act, Maharashtra Profession Tax Act, etc.</li> <li>❖ Interacting with statutory auditors, internal auditors, tax auditors and GST consultants and ensuring audits/compliances are completed smoothly and within decided timelines.</li> <li>❖ Preparation and revision in SOPs &amp; Accounting Policies.</li> <li>❖ Preparation and revision in Internal Financial Control (IFC) documents.</li> <li>❖ Accounts Receivable and Accounts Payable management.</li> <li>❖ Analyzing product costs and product pricing structures.</li> <li>❖ Interacting with other departments for Budgets, Inventory, MIS reports and Variance analysis.</li> <li>❖ Work alongside CFO in contributing to overall business objectives.</li> <li>❖ Handling the TCS Ion software and acting as the problem solver/coordinator between the TCS Ion team and users.</li> </ul> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>❖ Maintain co-ordial relations with banks/financial institutions/auditors/ tax departments.</li> <li>❖ Should approach users from multiple departments in case of any queries/suggestions.</li> <li>❖ Should be able to guide team members and improve their skill sets.</li> </ul> <p>❖ Any other activities related to smooth functioning of YBL.</p>			

Qualifications and Educational Requirement	
<ul style="list-style-type: none"> <li>❖ Qualified Chartered Accountant with minimum of 5-10 years of work experience or Semi Qualified CA or M.Com with 10 to 15 years of work experience.</li> <li>❖ Age will not be constraint in deserving cases.</li> <li>❖ We are gender neutral.</li> </ul>	
Desired Expectations	
<ul style="list-style-type: none"> <li>❖ An emphatic communicator with pleasant personality.</li> </ul>	
Desired Qualities	
<ul style="list-style-type: none"> <li>❖ Good people skills</li> <li>❖ Adaptability</li> <li>❖ Holistic Approach</li> <li>❖ Integrity</li> <li>❖ Smart and Hard working</li> <li>❖ A Team player</li> <li>❖ Delegation</li> <li>❖ Analytical skills</li> </ul>	
<b>Compensation</b>	Compensation and other perquisites would not be a constraint for the right candidate
<b>Email Id</b>	<a href="mailto:career.ybl@yashraj.com">career.ybl@yashraj.com</a>