

Job Description

Position	Head F&A – One Position
Place of Posting	NGEAL Office, Guwahati
Qualification	Chartered Accountant (CA) or Cost and Management Accountant (CMA)
Experience	Minimum 05 to 08 years of post-qualification executive experience in the relevant area. (The role of Assistant Manager / Deputy Manager / Manager may be decided subsequently based on qualification and / or post-qualification experience of the selected candidate)
Compensation	Proposed Gross Salary shall be in the range of Rs. 10.0 Lakhs – Rs.18 Lakhs per annum including retrials depending on experience and present salary of the candidate.
Job Description	<ul style="list-style-type: none"> • Shall be responsible for keeping and managing day to day accounting including vendor payments, expense statements, Capex accounting, Bank reconciliation, preparation of Invoices, handling taxation matters, keeping auditable accounts, budget control etc. as per applicable law & accounting standards. • Preparation of Company’s financial statements at the end of interim period as well as at the end of financial year as per applicable accounting standards. • Shall be responsible to handle Statutory Audit, Internal Audit and all other financial audits as become applicable to Company from time to time. • Any other work as assigned by the Reporting Officer or Competent Authority time-to-time
Desired Profile	<ul style="list-style-type: none"> • Shall have experience of handling various aspects of financial and accounting system in an organisation of repute. • Preparation of Presentation for Board meetings/ Audit Committee etc. • Shall be familiar with Tally / SAP / ERP based Accounting system and have hands on experience with Contract Accounting. • Shall have good communication and interpersonal skills
Contact Details	Company Name: New and Green Energy of Assam Limited (NGEAL) Website: www.ngealindia.in