

3. Accounts & Finance Manager

@ Alpino Health Foods [<https://in.linkedin.com/company/alpinohealthfoods>]

Employment Type: Full-time

Location: Surat, Gujarat

Apply within: 30 days

Salary: 35K - 60K per month

Finance Manager Job Purpose:

Responsible for the financial health of a company or organization. Producing financial reports and developing strategies based on financial research. Guiding senior executives in making sound business decisions in the long and short term.

Finance Manager Job Responsibility:

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Oversee financial department employees, including financial assistants and accountants
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary.
- Take responsibility for accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.
- Track the company's financial status and performance to identify areas for potential improvement
- Seek out methods for minimizing financial risk to the company
- Research and analyses financial reports and market trends
- Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making
- Review financial data and prepare monthly and annual reports
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings
- Stay up to date with technological advances and accounting software to be used for financial purposes
- Establish and maintain financial policies and procedures for the company
- Understand and adhere to financial regulations and legislation.
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Finance Manager Skills and Qualifications:

- Advanced degree in accounting, business, economics, finance, or a related field.
- 8 years + experience in a finance role

- Excellent computer skills on MS Office & MS Excel.
- Excellent knowledge and experience with accounting software and databases
- Superior mathematical skills
- Leadership skills and experience
- Employee management
- Understanding of data privacy standards
- Solid communication skills, both written and verbal
- Public speaking skills; deep understanding of business principles and practices
- Superior attention to detail
- Organizational skills; planning skills; research skills; analytical skills; critical thinking skills; problem-solving skills; computer skills; multi-tasking abilities; integrity, honesty.

How to Apply

Send resume at hr@alpinohealthfoods.com