

Job Description of Manager – Finance, Compliance & Accounts

Role Summary:

The Manager – Finance, Compliance & Accounts is responsible for supporting the effective management of the school's financial operations, accounting processes, statutory compliances, financial reporting and audit requirements. The role ensures timely and accurate financial information, effective monitoring of budgets and cash flows, adherence to applicable statutory and institutional requirements, and smooth coordination with internal and external stakeholders.

The role also supports the Head – Finance, Compliance & Accounts in financial planning, reporting, audit coordination, compliance management and commercial activities related to new school projects and their transition to steady-state operations. This role reports to the Head of Finance, Compliance & Accounts.

Key Responsibilities:

1. Accounts Closing:

- Personally execute monthly and annual closing: trial balance, P&L and Balance Sheet preparation.
- Perform ledger scrutiny to identify and correct mis-postings and period-end errors.
- Carry out reconciliations: bank, inter-company, GL-to-sub-ledger, vendor and customer balances.
- Book provisions, accruals and prepayments; reverse in subsequent periods.
- Coordinate with auditors; provide records for timely annual audit completion.

2. Statutory Compliance:

- Compute, deduct and remit TDS, GST, PF, Professional Tax and other statutory dues personally.
- Prepare and file returns: GSTR-1, GSTR-3B, TDS/TCS, PT, PF challans, etc.
- Maintain records and documentation for statutory and audit requirements.
- Monitor regulatory changes; update internal processes and coordinate action.

3. Budget Preparation & Monitoring:

- Coordinate with academic and administrative departments; consolidate the annual operating and capital budget.
- Present consolidated budget to Management with analysis of key assumptions.
- Track actuals vs. budget; prepare variance reports with explanations.

4. Cash Flow Management:

- Prepare weekly/monthly cash flow forecasts tracking fee collections and payment commitments.
- Monitor inflows and outflows; flag variances or shortfalls to Head – Finance.
- Coordinate with banks to ensure sufficient funds for remittances, payments and payroll.
- Align collection schedules and payment timelines with available liquidity

5. Accounts Payable:

- Verify invoices personally: three-way matching (PO, GRN, invoice), GL coding and approvals.
- Compute and deduct TDS at applicable rates; remit within statutory timelines.
- Process domestic and foreign vendor payments per approved procedures.
- Perform vendor balance reconciliations; follow up on outstanding or aged items.

6. Financial Systems, Projects & Stakeholder Coordination:

- Post accounting entries and maintain financial records in SAP FI&MM and related systems.
- Support financial transition for New School Project; establish requisite processes and controls.
- Coordinate with the Trust, RIL systems, vendors, auditors and statutory authorities.

Other Responsibilities:

- Any other duties as assigned by the Reporting Manager or the Head of Department.

Requirements:**Education**

- Bachelor's degree in Finance, Accounting, or a related field.
- Master's degree or relevant certifications (e.g., CA, CMA, CPA) is preferred.

Experience

- 5–8 years of relevant experience in Finance, Accounts and Compliance, preferably in an institutional or educational environment.
- Must have personally performed accounts closing, statutory filings, budgeting, cash flow preparation and AP processing – not just overseen these functions.
- Prior team coordination experience is an advantage, not a prerequisite.

Skills and Knowledge

- Strong working knowledge of accounting principles, Income Tax (TDS), GST, PF and PT provisions.
- Hands-on experience with SAP FI&MM; proficiency in MS Office (Excel, Word, PowerPoint).
- Meticulous attention to detail; ability to manage deadlines and communicate effectively with stakeholders.