

<b>Deputy Manager in Finance and Accounts at New Delhi location</b>	
<b>A</b>	PNB INVESTMENT SERVICES LIMITED
<b>DESIGNATION</b>	Deputy Manager
<b>EXPERIENCE RANGE</b>	Qualified Chartered Accountant with at least 0-3 years of experience is preferred for this role
<b>ESSENTIAL QUALIFICATION</b>	<i>Chartered Accountant</i>
<b>JOB DESCRIPTION/ RESPONSIBILITIES</b>	<p><b>The role will include but not limited to the following: -</b></p> <p><b>Job description</b></p> <ul style="list-style-type: none"> <li>• Develop account reconciliations, journal entries, balance sheet reconciliation.</li> <li>• Experience in Data compilation and analyses ensuring accuracy and timely delivery.</li> <li>• Preparation of Analytical summary &amp; handle audit query.</li> <li>• Provision of management information, analysis, forecasts, technical financial accounting input.</li> <li>• Perform troubleshoot on all financial reports, complete audits.</li> <li>• Producing, reviewing and consolidating regulatory reports.</li> <li>• Prepare reports to providing insights into financial performance and recommendations for improvement.</li> <li>• Preparation and Analysis of Monthly MIS Reports</li> <li>• Implementation of internal financial control</li> <li>• Monthly Revaluation working for receivable &amp; payable.</li> <li>• Preparation of financials on a monthly, quarterly, and yearly basis.</li> <li>• Ledger scrutiny comprises the trial balances, profit and loss, and balance sheets of the business.</li> <li>• Handling statutory audits on a quarterly basis by providing information to auditors and the corporate accounts team.</li> <li>• Book keeping</li> <li>• Voucher posting in Tally Software-</li> </ul> <p>Processing of payment to vendors and officials/officers of company also to assist for Statutory, Internal and C&amp;AG Audits</p> <ul style="list-style-type: none"> <li>• Follow up for recovery from clients</li> <li>• Any other work as assigned by management of the Company.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Should have excellent communication skills</li> <li>• Excellent Working Knowledge of MS Office including but not limited to Word, Excel and Power-point</li> <li>• Proficient in Tally software</li> </ul>
<b>Remuneration</b>	Depends on the last drawn salary, experience and industry practice.
PNB Investment Services Ltd., a wholly owned subsidiary of Punjab National Bank and registered with SEBI as a Category- I Merchant Banker, having its offices in Mumbai, Delhi and Ahmedabad.	