

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.

Senior Manager/ Manager in Finance and Accounts at New Delhi location

	PNB INVESTMENT SERVICES LIMITED
JOB SUMMARY	We are looking for a result-driven and experienced professional to head our Accounts & Finance functions. The role involves managing all aspects of financial operations including b accounting, invoicing, compliance, budgeting, audits, and reporting. The candidate should be capable of ensuring financial accuracy and integrity, while also supporting strategic business-decisions.
DESIGNATION	Senior Manager/Manager
LOCATION	Delhi
EXPERIENCE RANGE	Qualified Chartered Accountant with at least 4 years of experience is preferred for this role
ESSENTIAL QUALIFICATION	<i>Chartered Accountant</i>

JOB DESCRIPTION/ RESPONSIBILITES**The role will include but not limited to the following: -****Job description**

- Manage end-to-end accounting operations including general ledger, payroll, bank reconciliations, and statutory book closures (monthly, quarterly, and annually)
- Prepare financial statements in compliance with IND AS, IFRS, and GAAP; ensure accuracy and adherence to regulatory standards
- Oversee client invoicing, monitor receivables, drive collections, and reduce Days Sales Outstanding (DSO)
- Lead budgeting and forecasting processes; analyze variances and recommend corrective actions
- Ensure timely compliance with all statutory and tax obligations including GST, TDS, and Income Tax; handle audits and assessments
- Manage cash flow planning and treasury activities to ensure business liquidity
- Prepare monthly MIS reports, dashboards, and financial insights to support strategic decision-making
- Coordinate internal and external audits; report financials to the parent bank and maintain strong internal controls
- Supervise and mentor the finance team, promoting accountability, compliance, and continuous improvement

Key Skills & Competencies:

- Strong working knowledge of accounting standards, tax laws, and statutory compliance.
- Proven experience in raising and managing client invoices and payment collections.
- Strong command over accounting software (Tally, SAP, ERP systems) and MS Excel.
- Excellent analytical, negotiation, and communication skills.
- Proactive approach with strong attention to detail and problem-solving abilities