

<b>JOB SPECIFICATION</b>	
<b>Job Title</b>	CONSOLIDATION MANAGER
<b>Business</b>	ENTERPRISE
<b>Function</b>	CONSOLIDATION & FINALISATION OF ACCOUNTS
<b>Sub Function</b>	ACCOUNT
<b>Position Reporting to (Role)</b>	GENERAL MANAGER
<b>Location</b>	DAKC
<b>Role Summary</b>	
<ul style="list-style-type: none"> <li>• Finalisation &amp; Consolidation of Accounts (Monthly &amp; Annually).</li> <li>• Preparation of monthly Group reporting pack along with Trial Balance, month end Balance Sheet, Profit &amp; Loss Account and Cash Flow and also month on month comparison</li> <li>• Providing expenses analysis on variance of current month over previous month for group reporting</li> <li>• Providing any details related to revenue &amp; collections required by Management</li> <li>• Completion of IGAAP &amp; US GAAP Audit within timeline</li> </ul>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To review the GL analysis prepared by GL accountant.</li> <li>• Preparing of monthly Profit &amp; Loss A/c, Balance Sheet &amp; Cash Flow for management presentation.</li> <li>• To prepare monthly accounting pack to management.</li> <li>• To prepare month on month variance analysis of expenses on monthly basis,</li> <li>• Ensure proper accrual is done for all the expenses of COGS &amp; SG&amp;A.</li> <li>• Monitoring of all the accounting functions related to Fixed Assets, Revenue Accounting, Billing &amp; Collection accounting with other department.</li> <li>• Generation of monthly Trial Balance from SAP system &amp; drawing of monthly financials.</li> <li>• Co-ordination with SAP for any issue related to MIS generated from SAP system.</li> <li>• Preparation of annual accounts &amp; completion of audit on time</li> </ul>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>• Preparation of monthly &amp; annually Group reporting pack along with Trial Balance, month end Balance Sheet, Profit &amp; Loss Account and Cash Flow and also month on month comparison</li> <li>• Providing expenses analysis on variance of current month over previous month for group reporting</li> <li>• Providing any details related to revenue &amp; collections required by Management</li> <li>• Timely completion of audits</li> </ul>	
<b>Contact with Others</b>	
Internal	Commercial Team, Operation Team, SAP Team & Consolidation Team

External	Statutory Auditors
<b>Qualification &amp; Experience</b>	
Educational / Academic Qualification- CA / ICWA Professional Certifications / Additional Qualification- CA / ICWA	
Experience(Min. years)	3-4years of experience
<b>Candidate Specification:</b>	
<p>He/ She should be CA / ICWA with 3-4 years experience.  He/ She should have the knowledge of preparing Financials &amp; Consolidation.  He/ She should have the knowledge of US GAAP / IGAAP</p>	
<b>Technical/Functional Skills :</b> ( Use “E” to denote Essential and “D” for Desirable)	
<p>Knowledge of Computer Applications.  Basic knowledge for accounting functions.  Knowledge of SAP would be an added advantage</p>	

**To apply for this position, please send your updated CV to [careers@relianceglobalcom.com](mailto:careers@relianceglobalcom.com) with “open Position” in the subject line.**