

JOB DESCRIPTION

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), election flying, heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: GVHL is looking for an Asst. Manager - Finance & Accounts to assist the Sr. Manager and CFO in managing the day to day operations of the Finance & Accounts department such as invoicing, follow up for payments, revenue provision, expense provisions, etc.

Designation: Asst. Manager - Finance & Accounts

Location: Juhu Airport, Vile Parle, Mumbai

Reporting To: Chief Financial Officer (CFO) / Sr. Manager

Role & Responsibilities: -

- Approval of Customer Sales Invoices, Service/ MRO Invoices, Debit Note, Credit Note.
- Passing Customer Invoice, Debit & Credit Note Entries in IFS.
- Customer Payments follow up.
- Monthly Provisional Receipt.
- Weekly & Monthly Summary of Revenue Hours.
- Weekly Receivable Statement.
- Monthly MIS report – Revenue.
- Preparation of working of Revenue provision monthly.
- Revenue Provision Entry in IFS.
- Receipt Entries in IFS.
- Offset of Receipt against Invoices.
- Outstanding Statement of Customers.
- Coordinating with Fuel companies.
- Provision for expenses & passing entry in the system.
- Depreciation working related to component (Engine Overhauling).
- Passing monthly entries related to book closure.
- Working for Quarterly review audit –
 - Loan Schedule,
 - Fixed asset working,
 - Analytical review & party's confirmation etc.
- Annexure working regarding 3CA/CD.

Requirements: -

Education	CA & B. Com.
Experience	1-2 years of post qualification experience plus 03 years Article ship.
Computer Literacy	Working in an ERP environment, Microsoft Word, Microsoft Excel, Internet & Microsoft Outlook.
Salary Range	INR 6,00,000 LPA to INR 7,00,000 LPA.

Additional Requirements: -

- Preparing Prepaid expenses schedule.
- Handling local vendors payments & invoice verification.
- Preparation of financial statements Cash flow & Bank reconciliation.
- Preparation of MIS report.
- Project finance CMA data & other needed documents for loan proposal.
- Dealing with Income Tax and appellate matters & preparation of show cause notice.
- Strong communication & analytical skills.
- Strong computer skills: proficiency in MS excel & other MS office tools.