

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/Manager – Finance & Accounts to assist the Sr. Manager and CFO in managing the day to day operations of the Finance & Accounts department.

Designation: Asst. Manager/Manager – Finance & Accounts

Location: Juhu Airport, Vileparle, Mumbai

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

Role & Responsibilities: -

- Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements.
- Providing constant review on day to day transactions to ensure compliances and accurate data entry.
- Preparing the personal files, balance sheet, audit reports, sales invoices, Debtors reconciliation and other financial reports to keep track of financial performance.
- Liaise with auditors to ensure timely completion of audit, both internal and statutory.
- Preparation of financials statements according with Ind-AS.
- Customer Payments follow up.
- Preparation of various periodic Management Reports to assist higher management in decision making.
- Track record of overseeing financial statements including trial balance, age-wise accounts receivable statements.
- Book closure.
- Dealing with taxation matters.

Requirements: -

Education	CA & B. Com
Experience	1-2 years of post-qualification experience (CA Freshers may apply for Asst. Manager position)
Computer Literacy	Working in an ERP environment, Epicor, Tally 7.2, Microsoft Word, Microsoft Excel, Internet & Microsoft Outlook
Salary Range	CTC 7,00,000- 8,00,000/- per annum.

Additional Requirements: -

- Strong communication & analytical skills