
Company Secretary-Tumkur(Bangalore)-Aerospace Manufacturing

for Canadian Aerospace Joint Venture

Job Location : Tumkur

Salary : 5 - 12 Lakh Per Annum

Experience: 4-7 Yr Exp Posted on: 26 Jul

Industry: Aerospce/Defence

Job Type : Permanent

Job Description

Employer : Canadian Aerospace Joint Venture-Pvt Ltd Company

Designation : Company Secretary

Location : **Tumkur**, Near Bangalore (60kms away from Bangalore)

Qualification : CS (**membership of ICSI is a must i.e. ACS / FCS**)

Employee Size : 110 employees

Responsibilities :

a) Financial Accounting and Control:

a) Overall responsibility for the completeness and accuracy of accounting records.

b) Overall responsibility for the smooth and efficient running of the finance department

c) Responsibility for the timely preparation of monthly management accounts, including appropriate commentary and analysis, in standard group format and to group reporting deadlines.

d) Responsibility for the smooth running of the purchase and sales ledgers, payroll and general ledger

e) Responsible for cash management including the review and submission of accurate weekly cash forecasts

f) Preparation of budgets/forecasts, including appropriate commentary and analysis, in standard group format and to group timetable

g) The financial representative a management meetings, with responsibility for the presentation of the financial results

h) Review and appraisal of capital expenditure proposals

i) Responsible for preparation of year-end accounts and supporting schedules, preparation of information required for statutory reporting and corporate tax returns, liaising with auditors to ensure an efficient and cost effective audit

j) Support and advise the General Manager in making financial and commercial decisions

k) Develop and maintain KPIs

l) Preparation of ad-hoc reports

6) Financial Systems and Processes

a) Ensuring the provision of robust and flexible financial systems

b) Key leadership role in the development of the ERP system.

7) Management

a) Managing the financial team and ensuring that the team supports the business needs

b) Regular objective setting and appraisals of team members

8) Business Support:

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- a) Member of management team
 - b) Supporting the General Manager

Please share your:

1. Current CTC
2. Expected CTC
3. Notice period
4. Ok for Tumkur Location- Yes /No

Thanks and Regards,

Shilpa

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Keywords: Company Secretary, Tumkur, Compliance,

Desired Candidate Profile

Education: CS(Company Secretary)

Experience: 4-7 Yr Exp