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|  | <b>FALKEN TYRE INDIA PVT. LTD.</b> |
| <b>GURGAON</b>  | <b>Role Profile</b>                |

| <b>Job Description</b>            |   |
|-----------------------------------|---|
| <b>Level/ Designation</b>         | Executive- Finance & Accounts   |
| <b>Reports to</b>                 | General Manager (Finance)   |
| <b>Principal Accountabilities</b> | <ul style="list-style-type: none"> <li>• Assist with preparation of the budget and implement financial policies and procedures</li> <li>• Establish and maintain cash controls and reconcile the general ledger and bank statements</li> <li>• Monitor cash reserves and investments</li> <li>• Establish and maintain supplier accounts</li> <li>• Processes supplier invoices</li> <li>• Maintain the purchase order system</li> <li>• Issue cheques for all accounts due</li> <li>• Ensure security for all credit cards and verify charges</li> <li>• Ensure transactions are properly recorded and entered into the computerized accounting system</li> <li>• Prepare income statements, balance sheets, monthly financial statements, quarterly reports and report on variances</li> <li>• Assist with the annual audit</li> <li>• Maintain the computerized accounting system, financial files and records.</li> </ul> |
| <b>Qualification</b>              | Graduate + MBA/PGDM degree  |
| <b>Age and Experience</b>         | Approx. 25-35 years<br>Approx. 5-10 years   |

If you are interested in the opportunity, send your Cover Letter and Curriculum Vitae to [careers@falkentyres.in](mailto:careers@falkentyres.in)