

Darwin Platform Group of Companies

Job Description

Job Title : Chartered Accountant
Reporting Line : CFO/ACFO
Dotted Reporting : CXO/Vice Chairman

Roles and Responsibilities:

1. High level Accounting MIS
2. Budget planning, cost variance analysis
3. Reconciliation, and certification of balance sheet on every quarter and year end.
4. Preparing month end Accruals
5. Responsibility to present financial reports to the management
6. Produce monthly MIS reports/PPTs and present to senior/top management
7. Responsible for functional as well as Finance Operations level initiatives
8. Manage work related to daily operations of Finance
9. Oversee the duties of the accounting team.
10. Implement accounting systems and processes.
11. Reconcile income statements.
12. Prepare monthly financial reports.
13. Control the master data of the general register.
14. Review and release online banking payments.
15. Ensure compliance with state revenue service.
16. Provide ongoing accounting and reporting support.
17. Manage the full financial process.
18. Prepare an expense budget report.

Chartered Accountant Requirements:

1. Bachelor's degree in accounting.
2. CA degree.
3. Completion of Articles.
4. 2 years post article experience.
5. Registration with accredited statutory body and association.
6. Certified Public Accountant (CPA).
7. Fully compliant as a tax practitioner.
8. Filing of corporate tax returns.
9. Experience in providing financial advice.

Additional Pointers:

1. Should be open to transfer to any other group company/department/location on the basis of management requirement.
2. Should be open to take additional responsibilities apart from the current scope of work.