

# Job Description - Accounts & Finance



Particulars	Details
<b>Company Name</b>	AMC Repo Clearing Limited
<b>Company Website</b>	<a href="http://www.arclindia.com">www.arclindia.com</a>
<b>Location</b>	Mumbai - Santacruz
<b>Department</b>	Finance & Accounts
<b>Role / Position</b>	Sr. Executive/ AM
<b>Relevant Experience in Years</b>	4-5 years
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Executing all the accounting entries passed or to be passed in Tally.</li> <li>• Managing the financial affairs of the organization.</li> <li>• Forecasting cash flow positions to meet ongoing operational and capital investment requirements.</li> <li>• Advise management on the liquidity aspects of its short- and long-range planning.</li> <li>• Maintain an efficient system of policies and procedures that impose an adequate level of control over treasury activities and provide support for regulatory reporting.</li> <li>• Preparing MIS on daily, monthly reports of treasury activities.</li> <li>• Investing excess Operating and Non - operating cash to obtain optimum interest revenue.</li> <li>• Managing banking relationship for organisation.</li> <li>• Cash Management services, processing and accounting.</li> <li>• Reconciliation of bank and cash on daily basis.</li> <li>• Making Vendor payments as per the SOPs</li> <li>• Reconciliation of member's margins and deposits maintained as per regulatory requirement</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Strong negotiation and communication skills</li> <li>• Ability to work without close supervision or should be self-driven</li> <li>• Ability to work with cross-functional teams (finance, legal, operations)</li> <li>• Proficiency in Microsoft Office</li> <li>• Strong analytical and problem-solving skills</li> <li>• Knowledge of regulations and best practices</li> </ul>
<b>Required Qualification</b>	Graduate/Postgraduate/Inter CA with a minimum 4-5 year of work experience in Accounts and Finance & Treasury Management
<b>Other Requirement</b>	NA
<b>Apply CV</b>	<a href="mailto:hr@arclindia.com">hr@arclindia.com</a>