**Job Description**

**Position Summary**

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| *Position Title* | **Head of Finance** |
| *Function/Department* | **Finance** |
| *Reports to Title:* | **Group CFO** |

An Italian Group Company in India backed by a strong Italian Group with worldwide operations in construction, intends to recruit a Head of Finance who will be responsible for the financial department. Reporting to the Group CFO with regards to all financial and accounting activities as well as overseeing the department staff in day-to-day operations.

PREFERRED AGE: 35-50

With possibly 10+ years of experience in businesses related to construction sites, he should be used to manage issues related to travelling personnel, handle all accounting operations, financial reporting with timely and consistent reports, budgeting and forecasting, ensure timely compliances, coordinating with Group tax, legal and accounting policy for contracts with worldwide and Indian associates/vendors, manage external auditor, FEMA related issues and hands on approach with accounting software’s as well as manage the overall supervision of banking and borrowing arrangements, oversee tender related processes, implement related to Finance, HR and IT policies for internal process control.

**JOB DESCRIPTION (Full)**

**Finance functions**

* Handle responsibility timely for all accounting cycle testing, auditing, and compliance functions. It is also required to perform accounting daily operations on the accounting system as and when needed, to have hands on in all operational aspects handled by the administrative staff, in order to guarantee timely and accurate update of the accounting in case staff not available or on leave.
* Manage the financial reporting for the Company. This includes producing timely and consistently monthly, quarterly, and annual financial reports and coordinating annual audits. In addition, undertake budgeting and forecasting, 5-year financial plans and all statutory financial reporting.
* Support the group in Direct/Indirect Tax and compliance matters relating to the Indian Group co. relating to transfer pricing, international taxation, DTAA income tax assessments & litigations etc.
* Ensure timely compliances under the Income tax, GST, Custom, FEMA, and various labour laws such as PF, ESI, Minimum Wages CLRA etc. & new Code of Wage Act.
* Coordinating with Group Tax / Legal / Accounting Policy for review of contracts of between Indian vendors/worldwide associates.
* Coordinate with group for consolidations and timely reporting and compliance of financial information.
* Manage and oversee the cash flow of the company and ensure it has the appropriate treasury controls.
* Flexible in moving from one task to another, even if operative tasks are involved and even in different roles (if required by urgency), prioritizing the benefit of the Company when requested by the contingencies.
* Manage the External Auditor relationship and ensure the Company is compliant with accounting standards.
* Resolve any outstanding FEMA related issues by liaising with the relevant banking and regulatory authorities.

All the above include a hands-on approach, being operative in the accounting system (Microsoft Business Central/Navision/Tally) whenever it is required, and supporting the staff functions like the relationship with customs, which have a strong impact in finance.

**Overall Supervision**

* Manage and oversee the company's banking and borrowing arrangements.
* Manage and oversee the company’s financial systems.
* Recruit, train, mentor and develop staff.
* Oversee Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial and Management Accounting functions.
* Oversee commercial decision making from tender analysis, margin analysis, pricing analysis etc in coordination with the respective business function heads.
* Advise and implement best practice methods to increase revenue and reduce costs.
* Review & implement all formal finance, HR, and IT related policies and procedures ensuring strong internal control processes.
* Assistance in the customs related activities linked with import and export of Indian Group co. equipment.
* Handling all the legal cases with external legal consultant

**Interested candidates can kindly write to us at recruitment@indiaitaly.com**