

28th Dec 2013.

Notice for Placement

Job opportunity for : **Accounts and Finance**

Company Name:- **Mallak Specialties Pvt. Ltd. (SAI Group)**

Position:- **Accounts and Finance Manager**

Company Website:- www.mallak.net

Work Location:- **Andheri, Mumbai**

Company Background / About Company:

Sai Group of Companies has interests in the IT domain, Super Specialty /Pigment Manufacturing as well as International Trading(Exports and Imports)

We have **87** crores turnover in a short span of 13 years . We have the Worlds most modern Pigment Plant with state of art engineering and PLC Controlled plant spread over 80000 Sq mtrs of land. We have also sized our production batches to be the worlds largest with reaction vessel engineering in excess of 170000 Litre capacities. A capex of 50+ Crores shall also catapult our turnover in excess of 150-200 crores in the current financial year .

We are a SPECIALIST in the products we manufacture and sell..Especially so in some speciality synergists and additives.

Job Profile / Responsibilities:

Handling complete Finance & Accounts functions

Keeping abreast of changes in financial regulations & legislation

Ensuring compliance

Producing financial reports

Asset Management

Portfolio Management

Payroll Management

Taxation

Internal and Statutory Audit

TDS/Advance Tax/Annual Tax Return/TDS Returns/Finalization of annual **accounts** etc.

Analyze and review budgets and expenditures for company in all the locations. Monitor and review accounting and related system reports for accuracy and completeness. Prepare and review budget, revenue, expense, payroll entries, invoices and assets.

Responsible for execution of the payroll functions of the organization.

Responsible to for meeting all statutory, Income Tax, Provident Fund and accounting requirements: preparation of reports for monthly, quarterly financial statements, Annual Balance Sheets and Annual Budgets.

Liaison with STPI, Banks, filing of periodical statements and manage funds of the company in a secured way.

Generation, Maintenance and systematic filing of documents, bills, invoices, etc.
Prepare all accounting source documents including receipt/payment vouchers, invoices, debit /credit notes, journal vouchers etc.
Determination and timely payment of TDS, service tax, other direct/indirect taxes.
Cash and bank book management, Bank reconciliations, managing petty cash, revenue accounts and expense account.

Liaisons with the bank for deposits, payment follow ups, remittances and general relationship building.

Generation, Maintenance and systematic filing of MIS & other accounting reports.
Manage Tally ERP & accounting software related to business operations.

Key Skills:

Proficient in Payroll, Value Added Taxation and Service Tax activities.

Conversant with Employee Provident Fund, Employee State Insurance procedures.

Knowledge of Sales Tax, Income Tax, Excise submission and assessment / compliance.

Skilled in Registrar of Companies processes, Professional Tax registration and filings.

Responsible to meet all statutory, Income Tax, Provident Fund and accounting requirements.

Liaison with suppliers, banks and other accounts related agencies.

Design and implementation of Company Audit System.

Proficient in Generation, Maintenance and systematic filing of MIS & other accounting reports.

Handle debt portfolio and the entire treasury function for the organization.

Proficient in Tally, QuickBooks & Excel.

Required Qualification: **B.Com./C.A./I.C.W.A / DFM.**

Experience: **5 Years**

Other / Special Requirements:

Remuneration: **Not a constraint for skilled candidate, which suits our requirement**

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - **Ms.Shanta Shetty / Sanjay Banerjee**

Email id: - ao.1@mallak.net ; s.b@mallak.net

Contact no: - 8097096824 / 8446525000

Corporate Office:

Mallak Specialties Pvt. Ltd. (SAI Group)

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