

Experienced

Assistant Manager

40 hours - Noida, India

SMR is a global company with a high level of innovation. Our goal is to actively help forming the future of the automotive industry – with innovative technologies that make driving more comfortable and safer. With a broad portfolio of manufacturing capabilities, SMR produces a large variety of high-quality products, majorly for the automotive industry.

This role will be responsible for budget preparation, financial reconciliation, consolidation, auditing activities, and internal and statutory audits. The ideal candidate will have a strong understanding of financial activities, financial reporting, and management information systems (MIS). The candidate must be proactive, highly organized, and capable of handling multiple tasks within a fast-paced environment.

What you'll do

- **Budget Preparation:** Assist in the preparation and management of the annual budget, including variance analysis and forecasting.
- **Financial Reconciliation:** Perform detailed financial reconciliations, ensuring accuracy and completeness in financial reporting.
- **Consolidation:** Consolidate financial statements for multiple entities, ensuring compliance with accounting standards and policies.
- **Statutory Audits:** Coordinate and manage statutory audits, ensuring compliance with legal and regulatory requirements. Prepare necessary documentation and liaise with auditors.
- **Internal Audit:** Conduct internal audits to evaluate the effectiveness of internal controls, risk management, and financial reporting processes.
- **Financial Reporting:** Prepare timely and accurate financial statements and reports, ensuring compliance with relevant accounting standards.
- **MIS:** Develop and maintain management information systems (MIS) reports to provide financial insights and recommendations for decision-making.
- **Financial Activities:** Oversee day-to-day financial activities such as processing transactions, monitoring cash flows, and ensuring

What we are looking for

- Chartered Accountant (CA) with 4-6 years of post-qualification experience.
- Proven experience in budgeting, reconciliation, financial consolidation, statutory audits, internal audits, and financial reporting with Manufacturing sector.
- Strong knowledge of accounting standards (IFRS, GAAP), audit practices, and statutory regulations.
- Proficient in accounting software (e.g., SAP, Oracle, Tally) and advanced Excel skills (VLOOKUP, pivot tables, macros).
- Strong verbal and written communication skills for liaising with auditors, management, and other stakeholders.
- High attention to detail and accuracy in financial analysis, reporting, and audits.
- Ability to analyze financial data, identify trends, and provide actionable insights.
- Strong problem-solving skills and the ability to work independently to resolve issues.
- Collaborative with the ability to work effectively within a team environment.