

Job Description – Accounts Head

Position Title: Accounts Head
Department: Finance & Accounts
Reports To: Director
Location: Ganganagar

Position Overview

The Accounts Head is responsible for managing the entire accounting function, ensuring accuracy, compliance, and timely reporting of financial data. This role involves supervising the accounts team, maintaining internal controls, and supporting strategic financial decisions by providing accurate and actionable financial insights.

Key Responsibilities

1. Accounting & Financial Management

- Oversee day-to-day accounting operations including accounts payable, receivable, general ledger, and bank reconciliations.
- Ensure timely closing of books of accounts (monthly, quarterly, annual).
- Prepare and present financial statements and MIS reports to senior management.

2. Compliance & Statutory Requirements

- Ensure compliance with statutory requirements such as GST, TDS, Income Tax, PF, ESI, etc.
- Coordinate with internal and statutory auditors for smooth audits.
- Maintain accurate records for regulatory filings and ensure deadlines are met.

3. Budgeting & Cost Control

- Assist in preparing annual budgets and monitoring variances.
- Identify opportunities for cost reduction and process efficiency improvements.

4. Internal Controls & Risk Management

- Implement and monitor strong internal controls to safeguard company assets.
- Ensure accuracy and transparency in financial transactions.

5. Team Leadership & Coordination

- Lead, mentor, and develop the accounts team.
 - Ensure smooth coordination between finance, procurement, operations, and management.
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Qualifications & Skills

- Chartered Accountant (CA)/ Cost Accountant (CMA)/ MBA (Finance) preferred.
- 8–15 years of experience in accounting and finance with at least 3–5 years in a supervisory role.
- Thorough knowledge of accounting standards, GST, and other compliance requirements.
- Proficiency in ERP/accounting software (SAP, Tally, Oracle, etc.).
- Strong leadership, problem-solving, and communication skills.
- Ability to work under deadlines with attention to detail.