

BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance and consumer lending. It also provides support to Bank of Baroda by carrying out its merchant acquiring operations and its debit cards operation for its overseas territories/ subsidiaries and sponsored RRBs. The Company is aiming to expand within Consumer Credit, Commercial Credit, Retail Credit, Capital Market Lending (loan against securities, IPO financing) and other Financial Services.

Position	Asst. Manager/Manager - Finance
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <p>This position is responsible managing the day to day functioning of the department. The Role and responsibilities of this position include:</p> <ul style="list-style-type: none"> • Verifying, allocating, posting and reconciling accounts payable and receivable • Maintaining and balancing subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies. • Maintaining and Scrutinizing general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries. • Summarizing financial status by collecting information; preparing balance sheet, profit and loss, and other statements. • Managing Banking & Treasury- Preparing Bank reconciliation on a daily basis, Placing FDs, Maintaining sufficient Balance in all bank accounts. Liaise with Bank officials for bank balance confirmation & other compliance. Coordinate and resolve various issues with bank such as cleared check differences, bank fee anomalies, and enhancements to online services. • Maintaining Petty Cash and Cash Book etc • Compliance with tax laws – tax computation and payment, tracking challans and filing returns • Vendor bill processing and payment, printing cheques. • Conform with and abide by all regulatory guidance and internal policies & procedures. • Ensure compliance with GAAP principles, legal and statutory requirements • Assisting in external audits by analyzing and scheduling general ledger accounts; providing information for auditors.



	<ul style="list-style-type: none">• Assisting in preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports. Assist in providing follow-up and documentation of significant variances.• Ensuring timely month-end and year-end book closing process• Identifying process gaps and developing internal controls to fill those gaps• Provide information to various departments on a need basis• Collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements• Undertaking monthly/ quarterly/ annual closing of accounts• Coordinating with internal and statutory auditors• Stay abreast with RBI's rules and regulations governing NBFCs and ensure compliance of the Banking laws and other Statutory reporting norms
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none">• Good command over all the accounting rules & standards and be upto date with the current Taxation Laws and Companies Act.• Experience with general ledger functions and the month-end/year-end close process• Meticulous attention to detail and accuracy in work product.• Possess strong analytical skills• Proficient with Microsoft Excel and Tally• Independent worker who is able to work well with minimal supervision.• Self starter attitude and problem solving skills are critical
Educational Qualifications	Graduate / Postgraduate /MBA /CA Inter /CA
Minimum Experience	Chartered accountant – with 2 years of experience ,NBFC experience preferred or M.B.A/ M.com/CA Inter with 4 years of experience, NBFC experience preferred or B.Com with 6 years of experience, NBFC experience preferred
CTC offered	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	Mumbai The candidate may be deputed to work with the team(s) within the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary. Candidate is liable to be transferred to any other

	location in India
Maximum Age on the last date of application	40 Years as on date of receipt of Application
Email to be sent to	careers@bobfinancial.com with subject as “Asst. Manager/Manager - Finance”
Website	www.bobfinancial.com
Contact Number	022 - 4206 8547
Other Terms	<ul style="list-style-type: none"> • It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for interview • In case of any modification in advertisement shall be updated only in Website. • The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.
Last Date for application	24 th January 2019