

| <b>Role: Manager Accounts &amp; Admin</b>                     |  |
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| <b>Role Definition</b>  | <b>Managing the Accounts, Finances &amp; Admin of the Company efficiently for Growth.</b>  |
| <b>Responsibility Deliverable</b>                             | <ol style="list-style-type: none"> <li>1. Finance control and liquidity creation for business growth.</li> <li>2. Business risks mitigation including cyber risks.</li> <li>3. Statutory compliance on time.</li> <li>4. Accurate and UpToDate accounts maintenance and MIS reporting to the Management on time.</li> <li>5. Admin, HR related works.</li> <li>6. Liaison with external consultants, auditors.</li> <li>7. Technology Integration with team and consultants.</li> <li>8. Zoho books implementation and integration with CRM and Zoho one for Analytic reports.</li> </ol>  |
| <b>Tasks &amp; Activities for Administration and Accounts</b> | <ol style="list-style-type: none"> <li>1. <b>Financial Record-Keeping</b> - Maintain accurate and up-to-date financial records, including ledgers, journals, and expense reports.</li> <li>2. <b>Budget Management</b> Assist in preparing, monitoring, and managing budgets and Analyze variances and recommend corrective actions.</li> <li>3. <b>Accounts Payable and Receivable</b> Oversee the processing of invoices, payments, and receipts, Ensure timely follow-up on outstanding receivables and payables.</li> <li>4. <b>Payroll Management</b> - Supervise payroll processing to ensure accuracy and compliance with local labor laws.</li> <li>5. <b>Statutory Compliance</b> - Prepare and file tax returns and ensure compliance with regulatory requirements.</li> <li>6. <b>Bank Reconciliation</b> - Reconcile bank statements to maintain accuracy in financial records.</li> <li>7. <b>Financial Reporting</b> - Prepare monthly, quarterly, and annual financial statements and Assist with audits by providing necessary documentation and clarification</li> <li>8. <b>Office Operations</b> - Oversee day-to-day office management activities, ensuring smooth functioning, Manage procurement and inventory of office supplies.</li> <li>9. <b>HR Coordination</b> - Support recruitment processes, employee onboarding, and maintaining HR records. Handle employee grievances and maintain workplace harmony.</li> <li>10. <b>Compliance and Documentation</b> - Ensure compliance with labor laws, company policies, and administrative regulations. Maintain organized records of company documents and correspondence.</li> <li>11. <b>Event and Meeting Coordination</b> - Organize meetings, prepare agendas, and document minutes.</li> </ol> |
| <b>Measurement Metrics</b>                                    | <ol style="list-style-type: none"> <li>1. Finance control as per the set goals of Inventory, Receivables, Payables etc.</li> <li>2. Working capital rotation of 8 times for 2025.</li> </ol>   |

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|  | <ol style="list-style-type: none"><li>3. Zero financial risks in Receivables, Inventory losses or expiry, and Remittance risks.</li><li>4. Statutory compliance and MIS to management as per the schedule.</li><li>5. Achieve the budget goals and also reduce the overheads by 5% in 2025.</li></ol> |
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