

Post Name	Dy. Manager/Manager- Finance
Introduction	<p>GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.</p>
Roles & Responsibilities	<p>The recruit shall be responsible for:-</p> <ul style="list-style-type: none"> ● To take the complete responsibility of accounting and bookkeeping of all transactions (Revenue as well as capital nature), MIS reporting, Managing and Handling cash balance. ● To conduct Fees collection and reconciliation: - Coordinating with the Banking partner and ERP for Fee collection twice in a year on semester basis and semester wise fees reconciliation with verification/tallying with bank credit records to be followed with school wise accounting entries. ● Preparing yearly revenue and capital budget for approval of higher authority & monitoring thereof. ● Preparation of Budget, budget agenda note & presentation for board and audit committee meeting. ● Preparation of Board Note for financial statement and presentation for board and audit committee meeting. ● Raising and monitoring capital funds from sponsoring bodies/other organizations regularly. ● Preparing data for FRC submission for finalizing fees structure & addressing any queries received from the Admission Committee for Professional Courses (ACPC)/NAAC/UGC ● Timely and correct statutory compliances: TDS payment(monthly), preparation & filing of e-TDS returns (Quarterly) & Annually, Submission of data for Income Tax return, Form 16/ 16A preparation and dispatching, GST (Monthly GST returns), PT & PF(Monthly) ● Fund management: Ensuring financial concurrence against budgeted heads, Timely salary and vendor payments to be monitored. Planning to place FDs and manage funds based on requirements. Timely Monthly Bank Reconciliation Statements for different Accounts of GSFC University. ● Preparing for a weekly review meeting with Top management for review of financial activities. ● In charge of Integration & operation of Accounts module with new ERP

Qualification	Chartered Accountant (C.A)/Inter CA with B.com or M.com/M.com
Experience	Inter CA with B.com or M.com with minimum 2 years of experience or M.com with minimum 3 years of experience *Chartered Accountant (C.A) fresher can also be considered
Reporting	Chief Finance Officer
Skills	<ul style="list-style-type: none"> ● Excellent knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel) ● Excellent knowledge in Tally/ERP/Others ● Ability to manage stress and responsibility ● A high level of accuracy and the ability to keep detailed file notes. ● Must be capable of interpreting information, with a competent level of problem-solving ability ● Good Communication Skills both Oral and Written
Remuneration	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ol style="list-style-type: none"> A. The core salary B. PF as per applicable statutory norms
Other Benefits	<ul style="list-style-type: none"> ● Group Mediclaim Insurance Policy and Group Personal Accident Policy ● Treatment at GSFC Medical Center on applicable terms
Selection Procedure	<p>Stage 1 - Written Ability Test</p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.</p> <p>Stage 2 (a)- Case Study/Assignment:</p> <p>HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview.</p>

This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the selection committee during the interview.

Stage 2 (b) –Personal Interview

Interviews of the short-listed candidates will be conducted by the committee members.

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

Location

Vadodara, Gujarat.