



Manpower Requisition Form

Date	6 th Dec-2021	Location	Mumbai	Cost Center	FAD
Job title	Asst Manager Billing	Band		Reporting to	Manager
Span of control (number of staff reporting to position requested)		No. of Positions	1	Target date to be on-boarded	Immediate
Qualification	MBA/Inter CA/Bcom	Min. Relevant Experience	5 to 7 yrs	Industry preference	NA
Job Description	Controlling , Monitoring & Supervising revenue accounting and operations <ul style="list-style-type: none">• Handling of Entire Billing to Customers & Revenue Recognition• Monthly reporting of various MIS reports relating to Revenue, Collections & Debtors (Controllership Framework)• Ensuring timely completion of various audits (statutory, internal & DD etc) relating to revenue/receivable• Reviewing of contracts for accounting & updation in masters• Managing Customer queries• Customer Reconciliation & Balance Confirmation• Process improvement & IT automation• Year wise TDS receivable tracking				
Performance Measures	<ul style="list-style-type: none">• Meeting agreed timelines with quality output, alerting management on exceptions• Ensuring SLA's are met for billing & reporting dashboards• Accuracy of accounting, reporting & timely audit closure• Bringing in best practices and continuous improvement in process & compliances				
Preferred Skills	<ul style="list-style-type: none">• SAP, Microsoft Office, Taxes• Should be confident, process oriented with good interpersonal skills• Ability to handle pressure				
Approval	Hiring Manager/Reporting Manager	Business Head		Managing Director (Only for new positions)	
Signature					
Name	Mohit Jagatiya	Rajesham Alle		Rajiv Bhargava	
Date					
Approved CTC Budget					