Accounts Manager (CA), Surat

JOB DESCRIPTION

LOCATION	Pal, Adajan, Surat. On-site, at the head office
QUALIFICATION	Qualified Chartered Accountant
EXPERIENCE	At least 4 years running the accounts function of a manufacturing company
SALARY	Rs 11 to 12 lakh a year (CTC)
SYSTEMS	SAP Business One and advanced Excel

About the Client

Our client is a BSE-listed manufacturing company headquartered in Surat, with an import and export business. Being listed, the accounts are audited closely and reported to the Board and the market.

The client's name is shared once you confirm interest and we have had a first conversation.

The Role in One Line

Run the accounts of a listed manufacturer, from the daily books to the quarterly close, the audits and the MIS that management uses to run the business.

You work closely with the CFO and with the Sales, Purchase, Production, Stores and Operations teams. This is a hands-on role: you close the books yourself, you do not only review someone else's work.

What You Will Do

- Close the books every month, quarter and year: GL scrutiny, reconciliations, provisions and the financial statements
- Handle GST and TDS end to end, with the statutory filings and reconciliations on time
- Manage import and export banking: overseas remittances, export bill lodgement, EDPMS and IDPMS reconciliation and closure, shipping bills and bills of entry, RBI and FEMA compliance
- Work with the banks so foreign payments are processed and export proceeds are realised on time
- Keep the company audit-ready and coordinate the statutory, internal and tax auditors until every observation is closed
- Prepare the monthly MIS for management: revenue, margins, EBITDA, profitability and working capital
- Run BOM costing: compare standard and actual production cost, analyse material consumption and cost variances, and fix the gaps with Production and Operations
- Tighten internal controls, SOPs and accounting processes

What You Need

- Qualified Chartered Accountant

- At least 4 years leading or running the accounts function in a manufacturing company, in industry, not in practice
- Hands-on with month-end, quarter-end and year-end closing
- Strong practical knowledge of GST and TDS
- Experience with import and export banking, including EDPMS and IDPMS
- Comfortable working with statutory and internal auditors
- SAP Business One and advanced Excel
- Based in Surat, or ready to move to Surat

A Strong Plus

- BOM costing and variance analysis in a plant
- Experience in a listed company, with results and Board reporting
- Gujarati or Hindi, alongside English

Why This Role

- You own the accounts of a listed manufacturer, with a direct line to the CFO
- Exposure to import and export, costing and listed-company reporting in one role
- Head office in Pal, Adajan, close to home for anyone in west Surat

How the Process Works

- A confidential call with AccountingBaba Recruitment about the role and your background
- Interviews with the client at their office in Adajan, Surat
- Offer, then you join after your notice period
- Please apply only if you are genuinely open to a move. If a counter-offer or timing could stop you, tell us early

What to Send Us

- Your updated CV and the year you qualified as a CA
- The turnover of the largest company whose accounts you have handled
- Where in Surat you live now, or when you could move
- Your notice period, current CTC and expected CTC

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