

Job Title	ACCOUNTS MANAGER/SR.ACCOUNTANT	Department	ACCOUNTS
Role ID	AJHAC001	Employment Type	FULL TIME
Supervisor	FINANCE DIRECTOR	Location	AJARA HOSPITALS

About Ajara Hospitals

Ajara Hospitals is a multi-speciality hospital focussed on providing affordable and high-quality health care services to the patients. Founded in 2019 by eminent doctors of the city, Ajara Hospitals has emerged as a strong and trusted brand. The state-of-the art facilities backed by reputed doctors and consultants put Ajara as one of the top hospitals in the region.

Department Overview

The Accounts Department is the part of an organization that is responsible for acquiring funds for the organization, managing funds within the organization and planning for the expenditure of funds on various assets. It is the part of an organization that ensures efficient financial management and financial control necessary to support all organizational activities.

Job Description

He leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grants administration also includes production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits.

Responsibilities

- Collects and compiles accurate statistical reports Audits current procedures to monitor and improve efficiency of financial transactions.
- Oversee all planning, budgeting, reporting and compliance, and will be accountable for ensuring the accuracy and audit ability of all financial transactions.
- Able to handle contract negotiations, vendor reviews, special projects, benchmarks and audits, root cause analysis and other assignments as assigned.
- Accountable to oversee the business P&L and Balance Sheet accounts, financial performance and condition of **Lob** (line of business) mitigating risk by recommending solutions and proactively identifying emerging trends (exposures or opportunities)n to help achieve the strategic goals.
- Responsible for the financial operation of the hospital and planning cash management strategies.
- Manage the preparation of annual financial budget, quarterly forecasting and month-end corporate reporting.
- Prepare monthly variance analysis reports and management reports.
- Ensure all entries are properly recorded and will be responsible for reviewing the financials before the books close.
- Support the CFO in formulating strategic and long term organizational plans and financial models.
- Responsible for finalizing the annual statements, notes to the financials and liaising with the external Auditors in the finalization of the Audited Financial Statements.
- Support the CFO in maintaining relationship with banks and servicing the facility lines as available with them.
- Liaising with Internal Auditor and supporting the rectification of any Internal Audit finding related to the Finance Department.
- Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to executive and operational management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets.
- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of the general ledger, accounts payable, expense reports, billing, and payroll.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Prepare a variety of ad hoc financial scenarios as requested.

	<ul style="list-style-type: none"> • Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules. • Maintain an orderly accounting filing system • Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management. • Assist in coordinating the preparation of the draft audited financial statements and all tax returns. • Coordinate the preparation of financial information in the corporate annual report. • Recommend and report upon benchmarks against which to measure organizational performance. • Prepare and assist with developing audit schedules for the annual audit.
Mandatory Qualifications/Skills	<p>Attributes</p> <ul style="list-style-type: none"> • Well versed with the application of accounts and other concepts. • An excellent leader who can guide and mentor the staff to achieve perfect results. • Able to handle the stress that may arise due to consistent workload, or due to errors made by the staff. • Able to identify root cause of the problems and provide effective solutions to eliminate further occurrence of the same. • Proficient in using a wide range of applications used for maintaining digital records of the multi speciality hospital operations. • Solid understanding of accounting reporting systems needed. • Advanced Excel skills, ability to work with lookups and pivot tables and excellent computer skills. • Proactive, hands-on manager who will own, in partnership with the Finance Director, responsibility for the Finance Department. • Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally. • Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality. <p>Education/ Work Experience</p> <ul style="list-style-type: none"> • Master Degree in accounting/finance (M.Com./MBA) • At least 3- 5 years of working experience as an Accounts Manager/Sr. Accountant in multi speciality hospitals.
Preferred Qualifications/Skills	<p>Education</p> <ul style="list-style-type: none"> • Bachelor degree in accounting/commerce preferred • Professional qualification (CPA,CA OR CMA) <p>Work Experience</p> <ul style="list-style-type: none"> • 3-5yrs exp in Financial/Accounting Planning and Analysis
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