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**IRM Energy Ltd.**



#### JOB DESCRIPTION

Position Level: Assistant Manager/Deputy Manager	Department: Finance & Accounts
Location: Head Office, Ahmedabad	Reports to: Sr. Manager (F&A)

#### COMPANY OVERVIEW

IRM Energy Ltd. (A Group Company of Cadila Pharmaceuticals Ltd) is an integrated value driven energy enterprise developing Natural Gas distribution projects (CNG: Compressed Natural Gas & PNG: Piped Natural Gas) across districts in the country for customers in industrial, commercial, domestic and transport sector. The company is committed towards contributing to the energy need of its consumers.



#### Job Summary

As an Assistant Manager/Deputy Manager – Finance & Accounts at IRM Energy Limited, the incumbent will be responsible for maintaining accurate financial records, ensuring compliance with statutory requirements, and supporting effective financial planning and analysis. This role includes managing the complete accounting cycle using Tally ERP, ensuring timely vendor and statutory payments, handling project accounting, and assisting in internal and external audits. The candidate will play a key role in preparing monthly MIS reports, coordinating inter-company transactions, and maintaining the fixed asset register. Attention to detail, adherence to SOPs, and cross-functional coordination will be essential for success in this role.



#### Key Responsibilities

- Maintaining proper books of Accounts using Tally ERP.
- Handling month end & quarter end closing process.
- Project Accounting.
- Timely payments to OPEX and CAPEX vendor with adherence to SOPs.
- Timely payments of all statutory dues.
- Bank reconciliation.
- Handling Petty cash transactions.
- Audit Coordination.
- Preparation of Monthly MIS.
- Preparation and filing various returns viz. Excise, Service Tax, VAT, TDS, etc.
- Maintaining Fixed Asset register.
- Coordinating with other group Companies for Accounts and Finance related works
- Vendor Reconciliation
- Ind AS related working
- Payroll related Accounting
- Accounts Finalization
- Tax Audit related working



## Required Qualifications

- CA (with sound knowledge of taxation laws)
- 1 years to 3 years (Relevant experience) (preferably some relevant experience in start-up company also)
- Good communication and inter personal skills (English and Hindi - Written and verbal)
- Hands on experience working with MS office, MS outlook, Tally ERP or other accounting package etc.



## Skills & Competencies

- **Accounting Software Proficiency:** Tally ERP, MS Excel (Advanced), MS Office Suite
- **Financial Reporting & Analysis:** Preparation of MIS, financial statements, and management reports
- **Statutory Compliance:** Knowledge of TDS, GST, VAT, Service Tax, and other regulatory filings
- **Bank Reconciliation & Cash Management:** Expertise in reconciliation of accounts and handling petty cash
- **Audit Coordination:** Experience with statutory and internal audit processes
- **Project Accounting:** Ability to track and report project-related financials
- **Fixed Asset Management:** Maintaining and reconciling fixed asset registers
- **Accounts Payable & Vendor Management:** Timely processing of vendor invoices and adherence to SOPs

### Core Competencies:

- **Attention to Detail:** Ensuring accuracy in financial records and reporting
- **Time Management:** Ability to meet tight deadlines for payments, filings, and month-end closing
- **Analytical Thinking:** Strong problem-solving skills and financial insight
- **Knowledge of Accounting Standards:** Understanding of Indian GAAP and applicable financial regulations
- **Process Adherence:** Commitment to following company SOPs and financial controls
- **Confidentiality & Integrity:** Handling sensitive financial information with discretion

### Interpersonal & Organizational Skills:

- **Communication Skills:** Clear and effective communication with vendors, auditors, and internal teams
- **Team Collaboration:** Ability to work with cross-functional teams and coordinate with group companies
- **Proactive Approach:** Self-motivated with a focus on continuous improvement and efficiency
- **Adaptability:** Ability to manage multiple tasks in a dynamic environment