

JOB DESCRIPTION

Job Title Assistant Manager, Controlling	Department Finance
Reporting to Assistant General Manager - Controller	Experience eligibility: >4 years

About us

DKMS Asia Private Limited is a service provider for DKMS entities in and outside of India. The organization will be responsible for Marketing and Communication activities: raising awareness, educating and informing the public about the “cause” through online and offline mediums (advertisements in mass media such as print, radio, television, outdoor, etc.) in order to register potential donors (who will be registered at DKMS India). DKMS Asia will also provide Shared Services (HR/Finance/IT/Administration).

Mission: To give as many blood cancer and blood disorder patients as possible, a second chance at life.

Working Hours: 9:30 am to 6:15 pm (Monday – Friday)

Position Summary

KEY RESPONSIBILITIES

- Prepare financial reports in adherence to IFRS and management requirements, ensuring timely submission.
- Strictly adhere to company SOPs and guidelines, maintaining a high standard of compliance.
- Demonstrate proficiency in utilizing Tally ERP accounting software.
- Reconcile financial discrepancies by meticulously collecting and analyzing account information.
- Strengthen financial data confidentiality, performing database backups as necessary to ensure data security.
- Ensure strict compliance with established financial policies and regulations.
- Collaborate with department heads, working in coordination to provide regular financial updates and reports to senior management.
- Showcase "hands-on" experience in financial reporting, accounting, budgeting, forecasting, and financial controls, leveraging relevant technology tools effectively.
- Possess excellent awareness of management requirements and translate them into accurate and insightful data preparation.

KEY SKILLS

- Demonstrate budgeting skills and extensive experience in financial systems, exhibiting a robust understanding of Indian GAAP and IFRS.
- Showcase practical expertise, knowledge, and capability in legal, governance, regulatory, and registration matters, with a preference for FCRA rules and regulations.
- Possess the ability to promptly identify and resolve problems, skilfully gather and analyze information, and excel in both group and individual problem-solving situations.
- Exhibit resilience and composure under pressure, accustomed to working within tight deadlines.



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- Display strong communication skills, particularly in effectively conveying financial concepts and results to non-financial managers.
- Demonstrate organizational prowess, structured work approach, and adept prioritization capabilities.
- Show initiative as a self-starter, showcasing resourcefulness in researching multiple potential solutions, and strong analytical skills to assess the best approach.
- Maintain strict confidentiality in work, exercising good judgment and discretion at all times.
- Exhibit effective team-building skills.
- Display the ability to lead risk and contract management, along with expertise in handling insurance coverage.
- Showcase accomplishments in working in a demanding, fast-paced environment with competing needs and limited resources.
- Express enthusiasm, passion, and eagerness to learn.
- Demonstrate sensitivity, compassion, and empathy.
- Possess a strong aptitude for problem-solving.
- Express a desire to work collaboratively as part of a team with a result-driven approach

QUALIFICATIONS

- BA/BS degree in Accounting or other business degree, MBA in Finance and Accounting or CPA preferred but not required
- At least have 3 years of experience in the field