



Position: Assistant Manager – Accounts & Finance

Division: All (Group level position)

Location: Mumbai, Maharashtra

Experience: 5+ years of relevant experience with Manufacturing Industry

Qualification: CA Inter / M.com / B.com

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 22 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee is represented overseas by local partners in many countries. Shrijee has four fully equipped manufacturing facilities located in the western and southern parts of India.

Shrijee also offers transmission towers, telecom towers, substation structures, sugarcane farming equipment, heavy fabrication, wind-powered exhaust fans and engineering spares. We have more than 165 people in our team, including 39 engineers and 13 MBAs. In addition to these, at any given time, we usually have 150-250 people working on our sites in India & overseas.

We are looking for “**Assistant Manager – Accounts & Finance**” for our Group activities. He will report to the Head of Department.

Responsibilities include:

1. Preparing monthly Balance sheet and P&L for different business units
2. Doing Quarterly analysis of sales, purchases and overheads
3. Managing books of accounts
4. Coordinating between corporate accounts office and factory accounts
5. Corresponding with Bankers and Auditors
6. Preparing monthly stock for Banks
7. Preparing & filing periodic statutory returns such as Sale Tax/ Service Tax etc.
8. Issuing statutory forms
9. Controlling vendor payments
10. Following up with customers for recovery of statutory forms
11. One week travel per quarter may be required at factory

We are looking for:

1. CA Inter / M.com / B.com with 5+ years of relevant experience with Manufacturing Industry
2. Knowledge of consolidation of group accounts and finalization of accounts.
3. Strong in MS office (Word, Excel, PowerPoint) and tally (with latest version)
4. Experience of managing Small team with team spirit

We offer a professional work environment. Salary offered shall be in accordance with competency. Please see our website www.shrijee.com for details about us.

If interested, please send resume and cover letter to:

Shrijee Group

A-504/505, Dynasty Business Park,
J.B. Nagar, Andheri-Kurla Road,



Andheri (East), Mumbai - 400059.

Phone : + 91- 22 -40501000. E-mail: careers@shrijee.com & sbs1@shrijee.com

In case of e-mail applications, please put “Assistant Manager – Accounts & Finance” in the subject line.