

Chakr Innovation - Job Description

Manager, Corporate Finance

Company Overview:

Chakr Innovation is a company formed by graduates from IIT Delhi who have developed a solution to control the polluting emissions from diesel generators. The device can capture ~90% of particulate matter being emitted from diesel generators which has been verified by IIT Delhi and labs accredited by IS/ISO/IEC and NABL. The product is also GreenPro rated by CII-IGBC.

Chakr Innovation has been recognized and given grants by Department of Science and Technology (DST), Government of India and Federation of Indian Chambers of Commerce & Industry (FICCI) and were also awarded and recognized as the most innovative hardware company by American Society Of Mechanical Engineers (ASME) and are one of the winners chosen by [University of Chicago for a grant by Delhi Government](#). The co-founders, Kushagra and Arpit, have also been chosen as Forbes Global30 under 30 as well as [Echoing Green](#) Fellows. We have been working with some of the leading companies in India like Hindustan Petroleum, Indian Oil, Tata Group, JSA Law, American Tower Corporation, MTNL, BSNL, IIT Delhi and DS group who have adopted this technology. Chakr Innovation is funded by some of the largest VCs and corporations in India.

Role Overview:

Finance Manager will perform a variety of accounting and financial duties for the organization. Finance Manager will review accounting transactions and ensure their completeness and accuracy and will also serve as a liaison to other departments for accounting-related matters, as well as identify discrepancies in documents and reports. He/she will reconcile data in financial statements, run financial reports, and prepare basic management information records. Finance Manager will also administer fixed asset accounts and capital expenditures, as well as assist with work flow improvements throughout their organization.

Eligibility and Requirement:

The candidate should meet the following criteria:

- Chartered Accountant/MBA-Finance/CPA and undergraduate in Finance/Commerce
- Proven work experience of minimum 3-5 years in relevant field
- Knowledge of business accounting & finance systems
- Knowledge of financial statements
- Knowledge of Tally and QuickBooks
- Excellent communication and presentation skills
- Strong analytical skills with a goal-oriented attitude
- Passion for problem solving and creating an impact
- Solid computer skills, including MS Office (Word, Excel & PowerPoint) and Google Drive (Docs, Spreadsheets and Slides)

Detailed Work Description:

The candidate will be primarily responsible for:

- **Financial Budget Management:**
 - Preparing and monitoring the monthly, quarterly and annual budget for the organization
 - Coordinating with banks/NBFCs/Govt organizations to avail working capital loans
 - Working with funding organizations to avail grants and manage the projects

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- **Accounting:**
 - Being a key point of contact for other departments on financial and accounting matters
 - Appropriate preparation of all financial reports and financial statements for management
 - Working with accountants and auditors for bookkeeping and managing accounts
 - Processing, recording, and payment of invoices, bills, taxes and other transactions
 - Resolving outstanding payments through communication with departments, vendors, and clients
- **Compliance**
 - Recording of fiscal transactions along with balancing and reconciling accounts
 - Tracking and ensuring that company is meeting all financial, legal and secretarial compliances
- **Investor Management**
 - Preparing MIS and updates for investors on a monthly basis
 - Ensuring compliance based on the SHAs and agreements
- Supporting the Management with projects, Reports and tasks when required