

Sundarban Chemicals Private Limited
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Job Description

Company Overview	Sundarban Chemicals Private Limited, founded in 2022 and headquartered in Kolkata, is an innovative company committed to ecological sustainability and advanced water treatment technologies. It focuses on delivering eco-friendly, tech-driven solutions in wastewater and effluent treatment across healthcare, industrial, and infrastructure sectors.
Role Objective	We are seeking a detail-oriented and analytical Finance Manager to oversee the financial health of our operations. The incumbent will manage accounting activities, ensure regulatory compliance, and provide the management team with data-driven insights to support strategic growth in the chemical manufacturing sector.
Location	Salt Lake, Sector V, Kolkata (Head Office)
Reports to	Business Intelligence & Development Manager (with close working alignment to the Managing Director and CEO)
No. of Positions	01
Annual CTC	INR 5,00,000 (5.0 L.P.A)
Job Summary	Lead the finance function by preparing financial statements, assisting with budgeting and forecasting, ensuring statutory compliance, managing AP/AR, banking and fund flows, payroll, and ERP-based financial data integrity to support the company's growth objectives.

Key Responsibilities	<ul style="list-style-type: none"> ● Financial Reporting: Prepare and finalize monthly, quarterly, and annual financial statements (Balance Sheet, P&L, and Cash Flow). ● Budgeting & Forecasting: Assist in the preparation of annual budgets and monitor variances to ensure cost control across factory and office operations. ● Compliance & Taxation: Ensure timely filing of GST, TDS, and Income Tax returns; liaise with auditors for statutory and internal audits. ● Accounts Management: Oversee Accounts Payable (AP) and Accounts Receivable (AR), ensuring timely collections and vendor payments. ● Banking & Fund Management: Manage daily liquidity, coordinate with banks for credit facilities, and monitor working capital requirements. ● Payroll & Statutory Benefits: Oversee payroll processing and ensure compliance with PF, ESI, and other labour-related statutory requirements. ● ERP Management: Maintain and improve financial data integrity within the company's accounting software / ERP system.
Skills and Knowledge	<p>Technical Skills:</p> <ul style="list-style-type: none"> ● Expertise in Tally Prime or similar ERP systems. ● Advanced proficiency in MS Excel (VLOOKUP, Pivot Tables, Financial Modeling). ● Thorough knowledge of Indian Accounting Standards (Ind AS) and GST regulations. <p>Soft Skills:</p> <ul style="list-style-type: none"> ● Strong leadership abilities and ethical conduct. ● Ability to communicate financial complexities to non-finance stakeholders. ● Detail orientation with strong analytical and problem-solving mindset.
Qualifications	<p>Mandatory: B.Com/M.Com. Preferred: Additional certification in Ind AS or GST compliance.</p>
Experience	3-5 years of core experience in accounting or finance, preferably in a manufacturing or chemical industry setup.
Benefits	<ul style="list-style-type: none"> ● Opportunity to work in a growing startup. ● Standard statutory benefits as per company policy. ● Performance bonus ● Medical benefit