

JOB DESCRIPTION

Designation

Business Head – India Operations

About the company

Spade Consulting Pte Ltd is global corporate finance and strategic advisory firm headquartered in Singapore working on strategic planning, corporate strategy, growth strategy, market research, financial restructuring, investor relations and valuations. The focus of the firm is to help clients grow their business by solving their core business issues powered by insights derived from a fact-based, structured problem solving approach.

The mission of the company is to bring out the best for each business, through a flexible and personalized client experience. The value proposition is that it helps clients implement the recommended strategic course.

Job Purpose:

Be the representative for Spade Consulting in India by operating as Head of Finance of the backend office team in India. The job holder plays a critical role in ensuring the timely preparation of monthly consolidated management reports of the clients, preparation of financial schedules, variance analysis etc. This calls for accuracy, speed of work, and analytical and good interpersonal skills. The person will lead a team of accounting personnel.

Key Responsibilities:

1. Is responsible for all accounting aspects of all legal entities, including maintaining full set of accounts in accordance with IFRS, monthly journal entries posting, and preparing supporting financial schedules.
2. Is responsible for all aspects of the financial schedules and ensuring their data integrity at all times.
3. To implement & execute the accounting and reporting process as per the financial management and accounting policies by:
 - i. Ensuring smooth flow of the accounting process
 - ii. Development of internal controls, checks and balances
 - iii. Escalation and timely resolution of process deficiencies
4. To ensure compliance to relevant statutory regulations relating to India for the operations of India.
5. Can independently handle a team representing Spade Singapore in India.

Spade Consulting Pte. Ltd.

• Level 28, The Gateway East, 152 Beach Road, Singapore 189721 • www.spadeconsult.com •



Education/Professional qualifications:

1. Graduate in Commerce / Business Administration
2. Chartered Accountant / MBA
3. Minimum 15 years of experience
4. Leading a dedicated team of finance and accounts professionals

The Requisites:

1. In-depth knowledge of corporate accounting and taxation
2. Preparation and analysis of financial statements – P&L, Balance Sheet, Cash Flow Statement
3. Proficiency in cost accounting, cost budgeting and control
4. Insights in terms of cash flow and funds
5. Quality, Timeliness and responsiveness is the major quality needed.
6. Learning attitude and aptitude with excel in number skills.
7. Demonstrates an intellectual and professional leadership style that supports that attainment of respect and credibility by others.
8. Independent and resourceful. Able to work under pressure to meet deadlines.
9. Organizational and communication skills.
10. Ability to establish and maintain positive working relationships.
11. Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
12. Has a personal commitment to organizational excellence; displays honesty, integrity and a strong sense of ethics in all decision and actions.
13. Is resilient; remains calm and thoughtful under conditions of stress.

Remuneration will be commensurate with qualifications and working experience.

Qualified and interested candidates should email their resume to info@spadeconsult.com.