**Terms of Reference (TOR)**
**Position:** Deputy Manager - Finance
**Department:** Finance and Accounts

1. **Payment Processing and Verification**
* Oversee and ensure timely payments for administrative expenses, salaries, and other operational costs.
* Review and verify supporting documentation for payment requests to ensure compliance with company policies and procedures.
1. **Liability Booking and Reconciliation**
* Book and reconcile liabilities for the current financial year.
* Ensure all liabilities are recorded accurately and properly classified in the financial statements.
1. **Intercompany Transactions**
* Maintain and reconcile the given inter-corporate company transactions.
* Ensure the accuracy and timeliness of intercompany balances and their resolution for Group Trial Balance
1. **Capital Work in Progress (CWIP) Accounting**
* Verify CWIP bills and ensure they are posted to the appropriate general ledger accounts.
* Monitor CWIP and coordinate capitalization upon project completion.
1. **Bank Reconciliation**
* Prepare and reconcile bank statements of bank overdraft account
1. **Budget Management and Cost Control**
* Assist in the preparation of annual budgets and periodic forecasts.
* Monitor actual expenses against budgets
1. **Audit Coordination**
* Support external and internal audit processes by providing necessary documentation and resolving audit queries.
* Implement audit recommendations to enhance financial controls and processes.
1. **Actuarial Valuation and Employee Benefits**
* Book actuarial valuations for employee benefit.
* Book employee benefit liabilities accurately at the end of each reporting period.
1. **Physical Verification of Inventory**
* Conduct physical verification of inventories at year-end to ensure accuracy in reporting.
* Adjust inventory records based on the results of physical verification to reflect actual stock levels.
1. **Preparing Financial Reports**
* Prepare accurate and timely financial reports for the year-end closing.
* Ensure compliance with applicable accounting standards and internal guidelines in report preparation.