



Ruhvenile[®] Biomedical OPC Pvt. Ltd.

Plot No. 08, OCF Pocket Institution, Sarita Vihar, New Delhi 110076, India

FINANCE SENIOR EXECUTIVE - JOB DESCRIPTION

Date: 29-06-2024

Job Title: Finance Senior Executive

Location: Sarita Vihar, Delhi

Department: Finance

Job Type: Full-time

Experience: 5 years (Required)

Language: English (Required)

Work Location: In person

About Us:

Ruhvenile[®] Biomedical is a pioneering leader in health tech, committed to excellence and driven by a passion for progress. Our team is dedicated to fostering a collaborative and inclusive workplace that values creativity, integrity, and professional growth. We are seeking a driven Finance Executive to join our Finance team and contribute to our strategic financial management.

Job Overview:

The Finance Executive will be responsible for overseeing financial operations, analyzing financial data, preparing financial reports, and ensuring compliance with regulations. This role requires a detail-oriented individual with strong analytical skills and a solid understanding of financial principles and practices.

Key Responsibilities:

Financial Reporting and Analysis:

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
- Conduct financial forecasting, variance analysis, and budgeting.
- Provide insights and recommendations based on financial analysis to support strategic decision-making.

Financial Operations:

- Manage day-to-day financial transactions, including accounts payable/receivable and payroll processing.
- Monitor cash flow, liquidity, and financial health of the organization.
- Ensure timely and accurate financial reporting to internal and external stakeholders.

Compliance and Risk Management:

- Ensure compliance with financial regulations and standards.
- Assist in preparing for audits and regulatory inspections.
- Implement and maintain internal controls to safeguard company assets and mitigate financial risks.



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Financial Planning and Strategy:

- Assist in developing financial strategies and plans aligned with company goals.
- Support in evaluating investment opportunities and capital allocation decisions.
- Contribute to financial modelling and scenario analysis.

Relationship Management:

- Collaborate with internal stakeholders, including management and department heads, to provide financial insights and support.
- Build relationships with external parties such as auditors, tax consultants, and financial institutions.

Process Improvement:

- Identify opportunities for process improvement and efficiency in financial operations.
- Implement best practices and streamline financial workflows.

Qualifications:

- Bachelor's degree in Finance, Accounting, Economics, or related field.
- Minimum of 2 years of experience in finance roles, with progressive responsibilities.
- Solid understanding of financial principles, practices, and regulations.
- Proficiency in financial software and ERP systems; advanced Excel skills preferred.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Professional certification (e.g., CPA, CFA) is a plus.

What We Offer:

- Competitive salary
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to contribute to the financial success and growth of a dynamic organization.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to career@ruhvenile.com with the subject line "Finance Senior Executive Application – [Your Name]." Applications will be reviewed on a rolling basis.

Ruhvenile[®] Biomedical is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.