

### JD Format

BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance.

Position	Officer - Finance
<b>Role &amp; Responsibilities</b>	<p><b>Key highlights of the role are listed below (purely indicative and not limiting):</b></p> <p>This position would include the mentioned set of responsibilities but not limited to</p> <ul style="list-style-type: none"> <li>• Ensuring timely posting of the entries in the System post verifying the invoices, approvals as per DAP.</li> <li>• Processing vendor payments, refunds, and other funding by preparing payment files and sharing the payment details with the stakeholders.</li> <li>• Ensuring timely month-end and year-end book closing process and institutionalizing best practices for financial reporting</li> <li>• Handling audits queries by providing required data; providing information to auditors and any other audit support as per requirement.</li> <li>• Ensuring financial policies and procedures are documented and consistent company-wide, and in accordance with regulatory requirements.</li> <li>• Co-ordination with internal Finance and Business functions to complete statutory and regulatory compliance and reporting requirements</li> </ul>

<b>Job specific skills</b>	<p><b>Applicants should possess the following attributes:</b></p> <ul style="list-style-type: none"> <li>• Sound understanding of GAAP, IndAS and other relevant accounting standards</li> <li>• Sound knowledge of Taxation laws and regulatory framework</li> <li>• Extensive experience of working with MS office Tools</li> <li>• Ability to handle multiple tasks and ensure adherence to deadlines</li> <li>• Good analytical skills problem solving skills</li> <li>• Good Communication skills and Keen eye for any type of details</li> </ul>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate / Post Graduate</li> </ul>
<b>Minimum Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 1+ Years of experience preferably from Banking and Financial Services.</li> </ul>
<b>Location of posting</b>	<ul style="list-style-type: none"> <li>• <b>Mumbai</b></li> </ul>
<b>Maximum Age on the last date of application</b>	<ul style="list-style-type: none"> <li>• <b>45</b></li> </ul>
<b>Email to be sent to</b>	<a href="mailto:careers@bobfinancial.com">careers@bobfinancial.com</a> with subject as “ <b>Officer - Finance</b> ”
<b>Website</b>	<a href="http://www.bobfinancial.com">www.bobfinancial.com</a>
<b>Other Terms</b>	<ul style="list-style-type: none"> <li>• It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure.</li> <li>• Canvassing, in any form, will result in disqualification of candidature.</li> <li>• In case of any modification in advertisement shall be updated only in Website.</li> <li>• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.</li> <li>• Company may conduct background checks/CIBIL check at any stage of process and also call for current compensation detail/qualification documents/past employment proofs for conclusion of recruitment process.</li> </ul>
<b>Last Date for application</b>	<b>25<sup>th</sup> February 2023</b>

