

Job Title: Assistant Manager Compliance - CS			
Business Unit:	Piramal Sarvajal	Domain:	Secretarial
Location:	Ahmedabad	Band/Grade:	1C
Department:	Finance & Accounts	Last updated on:	28-01-2019
		Degree of Travel required to:	Low
Purpose of Job	To execute secretarial compliances for organization as directed by GM-finance & Accounts		
Key stakeholders	External		Internal
	All complaint & regulatory authorities.		Organization, Management, Employees
Reporting structure	Role directly reports to		Positions that report into this role
	GM – Finance & Accounts		None
Essential Qualifications	Any company secretary[CS] with 1-2 years of post CS working experience in Compliances and secretarial work		
Essential Experience	<ul style="list-style-type: none"> • Corporate exposure in compliance and secretarial work • Candidate with LLB and exposure in legal will be preferred 		
Competencies	<ul style="list-style-type: none"> • Should be able to handle core compliance • Ability to work in corporate finance and accounts domain • Good in execution of task assigned 		
Decision Making Control	With consultations & post approval of GM-Finance		
Values			
Knowledge	<ul style="list-style-type: none"> • Expertise – we strive for a deeper understanding of our domain • Innovation – we aspire to do things creatively. 		
Action	<ul style="list-style-type: none"> • Entrepreneurship – we are empowered to act decisively and create value • Integrity – we are consistent in our thoughts, speech and action 		
Care	<ul style="list-style-type: none"> • Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders • Humility – we aspire to be the best, yet strive to be humble. 		
Impact	<ul style="list-style-type: none"> • Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. • Resilience - We aspire to build businesses that anticipate, adapt and endure for generations. 		
Key Roles/Responsibilities:			

- Handling of secretarial compliances of a private limited company
- Entering status of compliances in an online tool, coordination for the same and monitoring of overall compliances of the company for all locations
- Prepare compliance calendar and monthly review it with reporting manager and give presentation for same.
- Follow up and ensuring completion of compliances
- Preparing quarterly compliance reports for the Board
- Assist in preparation of documents for board and general meetings and ensuring completion of the document.
- Handling of internal and statutory audit with respect to statutory compliances
- Assist in legal documentation of the company