

Finance and Administration Executive

Location- Bangalore, 56, JNC Road, Koramangala, opposite Jyoti Niwas College

Salary CTC – Starting with Rupees 300,000 with high range of Rupees 550,000 for exceptional candidate.

Reports to: Head of Administration with operational alignment to Head of Talent

The position will be centerpiece of FlyNava’s stated theme of “experience meets fresh talent”

Summary of Role and Responsibilities

The Finance & Administration Executive will be responsible for all financial and related administrative matters of FlyNava, and will report to, and work closely with, the Head of Finance & Administration. In addition, the Finance & Administration Executive will partner with the CEO, and Board, to develop and strengthen strategies relating to finance across the organization. The Finance & Administration Executive shall at all times act in accordance with FlyNava vision and current policies.

Roles & responsibilities

The responsibilities of the Finance & Administration Executive will include:

- Overall responsibility for all aspects of financial management and control.
- Effective financial reporting for FlyNava, in a timely, accurate, relevant and informative manner.
- General administration duties. Main Duties Include:
- Maintaining accounts general ledgers.
- Support the outsourced activity of Processing monthly payroll (ROI & NI).
- Management of cashflow and preparation of monthly cashflow projections.
- Preparation of quarterly management accounts for the Board, to include P&L/Balance Sheet and analysis of variances.
- Preparation of annual accounts to trial balance stage, and liaising with external auditor.
- Preparation of annual budgets for submission to FlyNava Management.
- Management of Accounts Payable & Accounts Receivable.
- Prepare a plan to leverage of Startup India and Karnataka Startup.
- Maintaining Fixed Asset register.
- Liaising with banks for all finance matters.
- Administration of the organization’s insurance policy.
- Companies Registration Office compliance.
- Revenue compliance.
- Assisting, supporting and liaising with Clubs and rower membership.
- Assisting with the administration of the High Performance programme (logistics, trials, costings, other)
- General office administration.
- Development and implementation of relevant financial policies and procedures, in consultation with the Head of Administration, Head of Talent and CEO
- Representing FlyNava in a positive and professional manner, which promotes the vision, mission and strategic priorities of the organization.
- Ensuring confidentiality and professional integrity is upheld at all times.
- Being flexible, adaptable and available to take on other tasks or duties as requested by the CEO. Terms



- Occasional work outside normal office hours (evenings and some Saturdays).

Person Specification

Candidates should:

- Be a qualified/part qualified accountant (CA, CPWA, CIMA, MBA Finance), with experience in software industry or a startup; or alternatively be able to demonstrate substantial experience in an existing similar role.
- Have excellent analytical and problem-solving skills.
- Have excellent verbal and written communication skills.
- Have excellent organizational and IT skills.
- Have high levels of professionalism, initiative, energy, creativity and flexibility.
- Have Zoho Books



Key Behavioral Traits

1. Empathy. The Company not only want you to do the job, but to care about it and the people with whom you will interact.
2. Inspire a Shared Vision: The Leader should highlight the core values and objectives of FlyNava and align each team member to maximize the potential and ensure quicker delivery.
3. Mentoring inclination and ability. The Employee must show interest in reaching out to mentor others, and elevating their knowledge and skills.
4. Interpersonal skills. The Employee must play well with others in the "corporate sandbox." With ability to learn quickly, adapt and deal with personality conflicts and your own role in them.
5. Self-direction and initiative. Employee is expected to take upon themselves more than what is expected or required.
6. Flexibility and adaptability. In FlyNava, change is often the only constant. Policies, priorities and procedures need to anticipate and respond to internal and external conditions. Employees are required to adjust quickly.
7. Good Communicator: Project leadership calls for clear communication about goals, responsibility, performance, expectations and feedback.
8. Must do attitude: FlyNava has a motto to solve untouched problems which is a very challenging and disruptive objective for the airline industry. Each employee must espouse this objective and work towards resolving all problems that we face to build world class solutions for the industry.
9. Integrity: One of the most important things a project leader must remember is that his or her actions, and not words, set the modus operandi for the team. Good leadership demands commitment to, and demonstration of, ethical practices.
10. Enthusiasm: Plain and simple, we don't like leaders who are negative - they bring us down. We want leaders with enthusiasm, with a bounce in their step, with a can-do attitude.
11. Competence: Simply put, to enlist in another's cause, we must believe that that person knows what he or she is doing. Leadership competence does not however necessarily refer to the project leader's technical abilities in the core technology of the business