

Overview

Company Name: Virtufi Advisor Private Limited

We provide **Virtual CFO (Chief Financial Officer)** services to help businesses gain financial leadership without the cost of a full-time CFO. Our role goes beyond accounting-we partner with management to drive growth, ensure compliance, and strengthen decision-making.

Our Virtual CFO offerings include:

- **Financial Planning & Analysis** - Budgets, forecasts, MIS, and performance tracking.
- **Cash Flow & Working Capital Management** -Optimising liquidity and improving profitability.
- **Compliance & Governance** - Ensuring accuracy in accounts, taxation, and regulatory matters.
- **Strategic Advisory** - Business expansion, restructuring, and profitability improvement.
- **Fundraising Support** - Investor decks, CMA reports, bank liaison, and valuations.
- **Systems & Controls** - Implementation of ERP, SOPs, and internal control frameworks.

Website: <http://virtufi.in>

Job Description:

The role requires strong accounting knowledge, compliance handling, MIS preparation, and coordination with auditors/CA firms. Strategic thinking is a plus, but this is more of a hands-on finance controller role.

Key Responsibilities

- Accounting & Bookkeeping
- Maintain books of accounts (Tally).
- Ensure accurate recording of income, expenses, assets, and liabilities.
- Monthly closing of accounts.

MIS & Financial Reporting

- Prepare monthly MIS (P&L, Balance Sheet, Cash Flow).
- Budget vs actual analysis and variance reporting.
- Cash flow monitoring and fund planning.
- Compliance & Statutory Support.
- Coordinate GST returns, TDS filings, and other statutory compliances.
- Liaison with external CA/auditors for audits, tax filings, ROC, etc.
- Ensure timely data and documentation for compliance.
- Business & Management Support.
- Support management with financial data for decision-making.
- Basic cost analysis and profitability tracking
- Assist in pricing, margin analysis, and expense control.

Process & Control

- Strengthen internal controls and documentation.
- Improve accounting and reporting processes
- Maintain proper records for audits and due diligence.

- Hands on Power BI and Dashboard making will be preferred.

Job Specifications:

- Experience - 5 to 6 years
- Work timings - 10:30 am - 7:00 pm
- 6 days working
- Location - Kandivali East (Near Railway Station)
- Client visits will be required as per requirement.