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| 1. Position Title | : | Assistant Manager – Banking & Treasury |
| 2. Reporting To | : | Senior Manager – Banking & Treasury |
| 3. Company | : | InterGlobe Hotels |
| 4. Location | : | Gurgaon |
| 5. Position(s) | : | 1 |

Job responsibilities-

1. To manage the Bank Account operations and fund movement for the company, including
 - a) revenues, receivables, equity, debt and its overall utilization towards meeting the end use and reconciliations
 - b) All the banking operations including opening new account, BR updation, signatories updation, fund transfers for operating hotels & corporate (Monthly Salaries, Monthly & Quarterly debt repayments along with interest payment & Ad-hoc payments which require immediate processing).
 - c) To maintain and meet with KYC and compliance requirements with the banks
 - d) Liaisoning with banks/lenders for EDC (Card swipe) machines and ensuring smooth operations in all operational properties
2. Liaison with lenders and ratings agencies in terms of providing information about the company, projects, and operations.
 - e) Formulation of Project Investment Memorandums (including executive summary, Company profile, , and Projections for the project detailing the Profit & Loss statement, Debt repayment Schedule, DSCR calculations, and term sheets proposed)
 - f) To prepare and keep updating the financial model of the company, including all operational hotels, and keeping a track of the budgets and updating the same with actuals annually
 - g) Developing and maintaining the professional relationships with lenders, including Banks & NBFCs, rating agencies for smooth functioning of current workflows, providing them with the desired information regarding the company and its operations, from time to time
 - h) To discuss and negotiate broad terms for various facilities, including covenants, general T&C's etc. and provide support with facilitation of loan agreements, and site co-ordination including appointment of Lender's legal counsel and engineers, creation of charge under ROC and mortgage, deposition of stamp duties etc. and keeping a regular information flow to get their reviews of the ongoing facilities and documentations if any
 - i) To get timely disbursements from the banks and lenders and ensure strict compliance towards the end use of the funds for the purpose they were drawn
3. To Prepare cash flow statements on monthly basis, funds available in bank on weekly basis and keep close monitoring on funds requirement of units/Hotels.
4. To plan for Investments of any surplus cash kept in bank accounts from a short term perspective in line with the Treasury policy and SOPS's of the function, forex risks being carried / hedged and monitoring open areas strictly and MTM requirements if any to be funded with banks etc.
5. To coordinate and prepare the information required for the Board Meetings of the company and maintain a record and track of files & reports shared for the same
6. To be a part of the annual budgeting exercise and formulation, review, and amendment of the annual budget of the company.

Required Skills

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of Treasury functions including timely Debt servicing, investments, projections, covenant testing .
- Knowledge in Import of capital goods & FOREX transactions.
- Strong negotiation skills
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- Knowledge of ERP like: Sun Financial / Vision, and MS Office, Tally etc.

Skills and Personal attributes

The incumbent must demonstrate the following skills:

- Excellent understanding of Treasury Function
- Maturity and business acumen
- Go getter with high-energy levels and self-motivated
- Demonstrate ability to work in ambiguity
- Ability to look at the big picture and along with a detail oriented approach to work

Qualifications

- B.Com (H) / CA (Inter) / MBA Finance, CA would be an added advantage

Experience

4-5 years of relevant experience