

Position	Associate Vice President
Department	Finance and Accounts
Location	New Delhi
Educational Qualification	CA
Experience	Minimum 3 years in reputed NBFC.
Job Responsibilities	<ul style="list-style-type: none"> <li>• Manage daily accounting and reconciliations, taxation, and financial control functions in compliance with RBI and statutory norms.</li> <li>• Prepare accurate monthly, quarterly and annual financial statements as per Ind AS/IFRS and LODR.</li> <li>• Ensure timely and accurate submission of regulatory returns and financial data to the parent company and regulators.</li> <li>• Handle statutory and tax compliances including GST, TDS and GAAP matters.</li> <li>• Coordinate with internal and external auditors to ensure smooth audit closure and compliance.</li> <li>• Implement and monitor internal financial controls to mitigate risk and ensure transparency.</li> <li>• Drive process improvements and automation initiatives within finance and accounting operations.</li> <li>• Support preparation of management reports, board notes and presentations.</li> <li>• Oversee accounts payable and receivable to ensure timely and accurate processing.</li> <li>• Contribute to the formulation and enforcement of financial policies and standard operating procedures.</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>• Strong understanding of Ind AS, RBI regulations and financial market operations.</li> <li>• Working knowledge of GST, Income Tax and financial reporting standards.</li> <li>• Excellent analytical and problem solving ability.</li> <li>• Strong communication and coordination skills with internal teams and external stakeholders.</li> <li>• High proficiency in Excel, PowerPoint and accounting/ERP software (e.g., Tally)</li> <li>• Detail-oriented and process-driven mindset.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Positive and proactive attitude</li> <li>• Strong execution ability and accountability</li> <li>• Process-oriented with integrity and discipline.</li> </ul>
Remuneration	As per Industry Standards

*Interested candidates can mail their resume on [career@pnbgilts.com](mailto:career@pnbgilts.com)*

Position Name	Associate Vice President
Department	Front Office – DCM Sales
Location	Mumbai
Educational Qualification	MBA (Finance)
Experience	3-5 years
Job Description	<ul style="list-style-type: none"> <li>• Origination of Corporate Bond issues and its distribution to investors</li> <li>• Maintaining relationships with corporate bond issuers for managing their fund raising activities.</li> <li>• Direct Sales to institutional investors.</li> <li>• Assisting the Branch Head in managing the investment and trading portfolio.</li> <li>• Ensure all sales activities comply with SEBI and RBI regulations.</li> </ul>
Key Skills	Excellent Communication, Relationship management