

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description** | | | |
| **Job Title:** | Manager/ Senior Manager | | |
| **Department:** | Finance | **Report to:** | Chief Finance Officer |
| **Location:** | Rabale, Navi Mumbai | **Position Type:** | Full Time |
| **About Immunoadoptive Cell Therapy Private Limited.** | | | |
| ImmunoACT is a pioneering cell & gene therapy company, currently in Phase II trials for India’s first indigenously developed CAR-T therapy for the treatment of refractory/relapsing B-cell malignancies (HCAR19), with an aggressive pipeline to treat liquid and solid tumors, With strong, strategic Research (IIT-Bombay) and Clinical (Tata Memorial Hospital) collaborations, ImmunoACT is paving the way towards affordable and accessible gene-modified cell therapies for resource-constrained economies.   Our first state-of-the-art GMP facility has been operational since mid-2022, as we scale-up and scale-out our production capabilities to serve the clinically unmet needs of patients across India.  **Our Vision:**  To be a Leader in Cell & Gene Therapy for the Long-Term Cure of Patients, through Translational Research in India & beyond  **Our Values:**   * Accessible and affordable to all * Cutting edge research * Transforming ideas to reality  *Become a part of this revolution in the healthcare industry - grow your career with us.* **Website** – <https://www.immunoact.com/> - Visit our website, understand about us.  **LinkedIn Profile** - <https://www.linkedin.com/company/immunoact/> | | | |
| **Roles and Responsibilities** | | | |
| * Establishes internal controls and guidelines for accounting transactions and budget preparation. * Oversees preparation of business activity reports, financial forecasts, and annual budgets. * Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards. * Well versed with knowledge of compliance. * Responsible for tax planning throughout the fiscal year; files annual corporate tax return. * Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit. * Presents recommendations to management on short- and long-term financial objectives and policies. * Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations. * Ensures compliance with local, state, and federal government requirements. * Well versed in companies act. * MIS preparation and presentation to the management. * Knowledge of Indian Accounting standards. * Inventory planning and management. * Liase with auditors and preparation of financial statements. * Performs other related duties as necessary or assigned. | | | |
| **Qualifications and Educational Requirement** | | | |
| * Preferably MBA in Finance. CA Mandatory. * 3 or more years ’ experience in Finance. Preferable experience of Pharma/ Biotech Industry | | | |

|  |  |
| --- | --- |
| **Desired Qualities** | |
| * Excellent management and supervisory skills. * Excellent written and verbal communication skills. * Excellent organizational and time management skills. * Proficient in accounting and tax preparation software. * Proficient in Microsoft Office Suite or similar software * Problem solving approach. * Team Management skills. * Critical Thinking. * Flexibility. | |
| **Compensation** | Compensation and other perquisites would not be a constraint for the right candidate |
| **Email Id** | [*jobs@immunoact.com*](mailto:jobs@immunoact.com) |

2