



JOB ROLE – Assistant Manager/ Manager - Revenue Assurance

About GeM

Government e-Marketplace (GeM) is an initiative launched by the Government of India to usher in an era of e-governance in the nation. Government e Marketplace has brought a Paradigm Shift in the procurement procedures resulting in greater transparency, efficiency, and speed in procurement in alignment with the Honorable PM's 'Digital India' initiative. The portal is an open, inclusive marketplace offering fair and equal opportunities for sellers and service providers to register, list and sell their products and services to Government organizations.

Since its inception, GeM has successfully transformed the Public Procurement space in India through its technology-driven innovations and other strategic interventions. The platform has achieved significant scale of operations, aspiring to optimize public procurement. The portal has successfully transformed public procurement in India by ensuring inclusion, usability & transparency, efficiency & cost savings.

To know more about us please visit- <https://gem.gov.in/>

You may also follow us on:-

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What is it like to work at GeM?

- Opportunity to work with a team of highly passionate professionals from Private and Government sector
- Unbounded space for creativity and innovation.
- Work-Life balance
- Various kinds of health covers (Insurance) for individual and family
- A great opportunity to learn and hone your skills

Compensation: GeM offers competitive salary and other additional benefits

Location: This position is based in Delhi

A broad overview of the nature of the role can be garnered from the broad outline of the primary responsibilities shared below:

Job Responsibilities

- Responsible for running day to day financial operations in the organization
- Responsible for Revenue Analysis, Other Business Analytics report and reporting to Management for the Key Performance Indicator



- Continuous review and audit of GeM Revenue transactions in line with Revenue Model to identify the areas of revenue leakages. Flagging the area to technical team and concerned stakeholders to eliminate the risk of revenue leakages.
- Responsible for Identification of alternate revenue streams for GeM
- Responsible for the preparation for Monthly Financial MIS & Dashboard to the management
- Responsible for helping in preparation, automation of Various reports
- Responsible for extending support/assisting in bill processing, payroll and Financial Statement preparation as per IND AS
- Responsible for playing key role in technical enhancement of portal with respect to fintech products and advancement having financial implications
- Responsible to assist in preparation of draft replies to ministry/ departments & CAG queries in relation to revenue streams and revenue policy of the GeM
- Ensure record keeping to meets the requirements of auditors and government agencies
- Handling of preparing Buyers/Sellers Query with respect to Finance
- Financial review of proposals submitted by various divisions like HR, Admin, Business etc. (contract compliance, taxation compliance etc.)
- Monitoring & managing GeM bank accounts, making approved payments through online banking
- Responsible for sales reconciliation with GeM Portal and Books of account.
- Handling bank related issues, assessing refund transactions with banks etc.
- Analysis and respond to queries from sellers/ technical team pertaining to Transaction Charges / Caution money / refund in line of approved policies.
- Development of all Business Requirement Document (BRDs) pertaining to financial matters
- Any other responsibility as may be assigned from time to time.

Key Shared Accountabilities

- Development and monitoring of control systems for the review of revenue leakage and identify the new revenue streams for the GeM

Professional Qualifications

Essential

- Minimum 3-5 years' experience in research analysis domain.

Desirable

- Experience in strategic consulting with exposure in finance domain preferred
- Project and team management exposure with ability to work in team and as individual contributor

Other Desirable skill set

- Handhold experience in Strategy with knowledge of financial analysis, financial modelling, etc.
- Experience in BI tools such as (Qlink, PowerBI, Tableau etc.), Advance Excel with experience in data modelling, dashboard preparation, data visualization, etc.



- Good understanding of industry and experience in market research and analysis
- High problem-solving skills: ability to drive through the business problems and the observations in simple plain language to the management for complex products
- Excellent organizational skills with high attention to detail, an ability to think proactively, prioritize work and manage day to day activities
- Strong written and verbal communication along with presentation skills

Educational Qualifications

Essential:

- Bachelor's degree in Business Studies, Business Administration, Economics or a related field.

Desirable:

- Qualified or Semi -Qualified Chartered Accountant (CA)
- Preferred to also have Post graduate/Masters degree from reputed Institutions preferably in Finance

GeM selection committee reserves the right to relax or extend the qualifying criteria.

In case numbers of applications received are very high, GeM reserves the right to shortlist candidates based on nirfindia.org ranking of their graduation / post-graduation institution and invite only shortlisted candidates for interview round

**Application for Assistant Manager/ Manager - Revenue Assurance
Position at
Government e Marketplace, GeM**

Please answer the below mentioned questions as a process to apply for your candidature and share it along with your update resume on resume.gem@gem.gov.in.

- Please specify your graduation degree along with specialization with year of passing:
- Please specify your Post graduation degree along with specialization with year of passing:
- Your total experience:
- Your annual current CTC :
- Your annual expected CTC :
- Do you have minimum 3 years of experience in research analysis domain?
- How soon can you join us?
- Are you Open to work in Delhi?
- Do you know anyone in Government e Marketplace (GeM), If Yes, please mention the Name & Employee's current designation and Phone number.