



# TAGHIVE

Accelerated by **SAMSUNG C-Lab**

## Job Description - Finance & Accounts Manager

### Introduction:

#### **About TagHive Inc.**

TagHive Inc., incorporated on April 25, 2017, is a Samsung funded education technology company with headquarters in South Korea and an office in India. The company's offerings include clicker-based classroom response systems and AI-powered self-assessment solutions. The company offers its solutions under the "Class Saathi" brand in India and under the "Class Key" brand elsewhere.

TagHive has 22 registered patents and trademarks and 10 others are pending. The company's solutions are used in over 1300+ schools (adding 2-3 schools daily) and over 350,000 students have downloaded the Class Saathi self-assessment solution.

[www.tag-hive.com](http://www.tag-hive.com)

#### **About Class Saathi**

Class Saathi is a clicker based smart classroom solution that makes formative assessment easy and fast.

Class Saathi is a combination of a clicker device for each student and a mobile application for teachers, parents and the administrators. After teaching a concept in a class, the teacher can ask a few questions using Class Saathi to gauge the understanding level of each and every student. The administrators and the parents can also see the learning data on their respective apps. Class Saathi app has over 25,000 questions on Maths & Science for students of Class 6 to Class 10 and is based on CBSE curriculum. Over 6.6 million questions have been solved on Class Saathi as of June, 2022.

Class Saathi is aligned with New Education Policy's objectives of micro-learning and continuous assessments. "Data First" approach ensures greater accountability at all levels. Class Saathi is affordable and does not require schools to upgrade their infrastructure ("no internet" and "no electricity" are no more the limiting factors in making classrooms smart).

## Summary:

The Finance and Accounts Manager will be responsible for managing, tracking, and communicating the finances of TagHive in India. They will record transactions, support taxation processes and auditing, and assist with budget management and inventory as we expand the footprint of Class Saathi in India.

## Responsibilities:

- Manage:
  - o Statutory compliances (ROC, Companies Act and other statutory Acts)
  - o Taxation compliances (GST return payment & filing, Income Tax planning, filing and payment)
  - o Banking compliances (preparation of stock statements & CMA data, dealing with bank for all proposals of fund based & non fund based)
  - o Legal compliances (preparation & vetting of all types of agreements & deeds i.e. rent, salary, loan & property)
  - o Secretarial compliances (Preparation of minutes of the AGM & BM of the company and preparation and updation of all registers under Companies Act)
- Compute, compile, analyze and report financial data and transactions in accounts
- Support communication and financial compliance with the Korean office
- Lead and support the accounting team
- Support with all types of audits: GST audit, statutory, internal and tax audits of the company
- Manage correspondence with regulatory bodies and stakeholders

## Requisite Skills and Experience:

- At least 5 years of experience managing accounts in an accounting firm or nonprofit/for-profit organization
- CA/CS is preferred
- Understanding of legal, financial and taxation frameworks
- **Willing to relocate or work out of Kolkata**
- Outstanding written and oral communication skills, proficiency in languages other than English and Hindi preferred

## How to apply:

Please fill out the: [TagHive Job Application Form](#)