



Job Title Requirement:	Sr. Accounts Professional
Department:	Accounts & Finance
Reporting:	Head of the Accounts/COO

Position Summary:

Strong Knowledge in Accounts payable, Accounts receivable, Bank Reconciliation, LC, strong knowledge of Taxation, GST, MIS reporting, Statutory , Cost Analysis, Accounts Audit , Co-ordination with CA for Finalisations.

Job Role:

- Strong Knowledge in Accounts payable, Accounts receivable, & Bank Reconciliation
- To prepare working for returns of GST, TDS taxation report.
- To verify accounting of all the transactions on periodically basis.
- To check and prepare MIS related to inventories, finance, sales etc. To prepare monthly P&L to ensure proper internal controls are in place.
- To scrutinize customer, supplier, expenses, statutory payments etc. ledgers to ensure proper accounting and impact analysis.
- To ensure compliances related to LC, BG, TDS, GST and Income Tax.
- To handle internal audit, statutory audit, stock audit, due diligence and provide required details to the auditors, consultants, and management.
- To assist in Legal matters of statutory.
- To assist in preparation of budget and costing.
- Co-ordination with CA, Balance sheet. Finalisations, Accounts Audit.
- Experience Plan & Manage financial accounting operations.
- Finalization of Accounts, Financial Budgeting, Preparation of Quarterly / Annual
- Financial Results. Timely submission of documents to Banks on receipt of foreign remittances
Monitoring Bank Guarantee issued/received Opening and Tracking of LC payments
- Develop budget & review process, monitor financial processes, policies & Systems and Personnel
Collating MIS, Coordinate and finalization of Accounts with Auditors.

Qualifications:

- 5-10 years of work experience in Accounts/Financial
- Good English written, verbal, and interpersonal communication skills.
- Familiar with email outlook usage and MS office. Advance excel
- Ability to handle accounting process details independently and direct Jr level team as well
- B. Com or equivalent or higher academic qualification in Finance& Accounts