

Position	Executive- Finance & Accounts
Educational Qualifications	<p>Essential :</p> <ul style="list-style-type: none"> • M. Com/ B.Com (Hons.) from a reputed college/ University. <p>Desirable:</p> <ul style="list-style-type: none"> • CA (Inter)/ CA (Final)/ ICWA (Final) from Institute of Chartered Accountant or Institute of Cost & Works Accountant.
Experience	<p>Essential :</p> <ul style="list-style-type: none"> • Proven experience of at least 3 years in accounting functions. • Extensive experience in handling accounting software tools and knowledge of ERP. <p>Desirable:</p> <ul style="list-style-type: none"> • Certification in International Financial Reporting Standards (IFRS)
Age	Up to 35 years as on 01.01.2020
Reporting to	GM (Finance)
Job Roles and Responsibilities	<ul style="list-style-type: none"> • Handling day to day operations related to accounting function along with the finance and accounts team. • Submission of periodical online returns • Experience in handling direct / indirect taxes • Substantiating financial transactions by checking orders, bills, challans and other documents • Preparation of day to day Vouchers / Cheques in compliance with the accepted accounting principles. • Preparation Bank Reconciliation Statements and other accounts related reconciliation statement. • Assisting in Finalization of Company accounts on regular basis as per accounting standards • Preparing books of accounts in compliance with Taxation laws and Company laws • Handling queries and audits from Internal & Statutory auditors • Assisting in Preparation of MIS based on books of accounts. • Coordinating with other finance functions for preparation & submission of various statutory returns, reports & compliance documents such as MCA, Income Tax, Indirect Taxes, and RBI etc. • Managing other critical items on books and accounts such as Treasury functions, Bank and cash management , Assets management , Loans and advances, Receivables and Payables , and report major deviations to finance head on regular basis
Nature of Engagement	<ul style="list-style-type: none"> • Contractual on Third Party Pay Roll renewable on yearly basis depending upon performance and requirement of the Corporation.