

Position	Junior Officer- Finance & Accounts
Educational Qualifications	Essential : <ul style="list-style-type: none"> • Must be CA/ICWA/M.Com. CA/ICWA Intermediate completed candidates may also be considered • OR an MBA/PGDM (Finance) from a AICTE/UGC approved institute.
Experience	Essential : <ul style="list-style-type: none"> • Proven experience of 3-10 years in accounting functions. • Extensive experience in handling accounting software tools Desired: <ul style="list-style-type: none"> • Certification in International Financial Reporting Standards (IFRS)
Age	28-35 years
Reporting to	GM (F) / Manager (Fin & Accounts)
Salary (CTC PA)	Rs. 8.50 lakhs (Approx)
Engagement Type	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal
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. • 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

