



## Job Description

<b>Job title:</b>	Executive – Accounts
<b>Reporting to:</b>	CFO
<b>Hours:</b>	Monday to Friday – core hours 09.30 to 18.00
<b>Location:</b>	Mumbai, HQ

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**Role Objective:** Execute daily accounting and auditing tasks in coordination with the Line Manager and to be a proactive part of a team working to maintain order and transparency for the company's finance and accounting function.

### Job Description:

- Prepare presentations, projections, variance, reports for the business vertical, subsidiaries
- Review and monitor accounting data entered by 3<sup>rd</sup> party firm
- Support for audits for all group companies
- Concurrent Auditing
- Documentation and record keeping
- Preparation of reconciliations i.e bank, vendors and general ledgers.
- Assist in preparation of various monthly MIS Reports.
- Preparation of reconciliations on monthly basis.
- Has experience in interaction with external and internal party as per requirement.
- Willing to assist and accept any additional task given by the seniors.

### Qualification, experience and skill set:

- Qualification: MBA in Accounts/Finance/Investment Banking specialization
- Work Experience: Minimum 2 years in accounting and audit profile
- Excellent hands-on knowledge and experience using MS Excel & PPT
- Has experience interaction with external and internal party as per requirement.
- Sound knowledge of Accounting and Auditing
- Organized and takes the initiative and interest to learn, research and explore better ways to work smart and be efficient.

The above job description is subject to a revision as per management and operational requirement and may be changed without any intimation.

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### Key Performance Indicators:

#### Weighting 90%

- Ensuring all MIS reports, presentations, analysis are prepared, verified and release within TAT of 48 hours.
- Ensuring monthly audit is closed – 0 incidents
- Ensuring year end audit completion on time
- Documentation and record keeping - 100% accuracy.
- Ensuring all accounts entry are captured regularly

#### Weightage 10%

- Team work and interpersonal skills
- Self-learning and development – Attend e-seminars, courses (Minimum 2 in a year)