



Job Description

Division/Department: Finance and Accounts

Location: Vikhroli, Mumbai

Job Title: Assistant Manager

Experience: Minimum 1 year post CA qualification

Education: CA

General Description -

As an Executive of Finance and Account, your primary responsibility is to manage and oversee the financial aspects of receivables for the organization. You will be tasked with ensuring timely and accurate recording of financial transactions and collaborating with various stakeholders.

Competencies required-

Functional / Technical Competencies:

- Accounting
- Financial Analysis
- Cash flow management
- Business Acumen
- Data Analysis
- Financial Modelling
- Budgeting
- General Accepted Accounting Principles
- Risk Management
- Forecasting

Behavioral Competencies:

- Leadership
- Adaptability
- Analytical Reasoning
- Critical Thinking
- Integrity and Ethics
- Attention to Detail
- Communication Skills

- Problem-Solving Mindset
- Time Management

Key Responsibilities -

1. Preparing Various MIS on monthly basis.
2. Maintaining account receivables - Follow up for payments and maintain client ledger, Identify discrepancies in GST, TDS, credit/ debit note, any shortage or penalty.
3. Handling vendor payment - Vendor KYC verification, book and reconcile invoices, release payment in a timely manner.
4. Preparing Monthly GST outward/Inward Summary and calculate the GST payable Amount accordingly.
5. Monthly Reconciliation of Purchase register with GSTR-2B and follow-up with the Vendors in case of Mismatch of data.
6. Prepare TDS Statement in form 24Q/26Q and Timely deposit of TDS with the revenue Department.
7. Scrutiny of Ledger/Books of Accounts.
8. Ensure compliance with relevant accounting standards and regulations.
9. Maintaining & Updating the Vendors/Customer KYC documents.
10. Collaborate with sales, legal, account managers & operation to improve /resolve issues related to billing or collection.
11. Participate in monthly, quarterly, and annual audits.
12. liaising with Auditors and Provide them timely and accurate information of Business/Financial Transactions.