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| Job Title: Senior Account Executive | | | |
| Business Unit: | Piramal Foundation | Domain: | Account and Finance |
| Location: | Ahmedabad | Band/Grade: | 1C |
| Department: | Accounts and Finance | Last updated on: | 08-12-2021 |
| | | Degree of Travel required to: | Moderate |
| Key stakeholders | External | | Internal |
| | <ul style="list-style-type: none"> • Consultant • Out sourced agency | | <ul style="list-style-type: none"> • Account team members • Different department members |
| Reporting structure | Role directly reports to | | Positions that report into this role |
| | Assistant Manager -Finance & Accounts | | |
| Essential Qualifications | <ul style="list-style-type: none"> • B.Com / M.com | | |
| Essential Experience | <ul style="list-style-type: none"> • 3 to 4 Years of proven experience in managing Finance & accounts functions • Previous experience in Development sector will be preferred. • Strong background in Tally, SAP, FICO Module would be added advantage. | | |
| Competencies | <ul style="list-style-type: none"> • Excellent knowledge of accounting. • Knowledge of SAP, tools, advance MS office specially Excel, PowerPoint is must. • Must be able to prioritize, ability to function independently and effectively in a self-directed environment, multitask as well as work independently. • Highly organized, detail-oriented, a strong work ethic, and demonstrated teamwork & interpersonal skills. • Must be a strong communicator coupled with the ability to maintain open communication with customers, internal employees and managers as needed. | | |
| Decision Making Control | In consultation With Manager finance | | |
| Values | | | |
| Knowledge | | | |
| Action | | | |
| Care | | | |

Key Roles/Responsibilities:

- Maintenance of cash book, ledger, journals, etc.
- Ensure all accounting transactions are entered using the TALLY software on day to day basis.
- Scrutinize all bills, and invoices from the vendors before recommending for final approval and payment.
- Filling of project wise vouchers regularly H.O office.
- Prepare vouchers and ensure completeness of supporting documentation, accuracy and correctness of accounts and getting the same authorized by the competent person.
- Ensure all subsidiary accounts, such as fixed assets registers, advance registers, payment registers etc. are maintained and updated on daily basis.
- Undertake monthly bank reconciliation. Liaise and resolves with the bank any discrepancies found in the reconciliation.
- Maintaining of Cheque Book data.
- Keeping & maintaining of records of account / payment transactions
- Timely disbursement of weekly filed staff Impress. Advanced amount
- Ensure project wise booking of travel reimbursement expenses and other expenses in Tally.
- Proper TDS entry pass in tally.
- Issue of staff and program related reimbursements in a timely manner and in accordance with guidelines set by the organization.
- Raise Debit note with proper details & documents within week time after completing of work in field.
- Prepare WO for the various vendors as per project wise requirement.
- To carry out any other duties assigned by the Manager
- Assist Finance Manager in all financial related transactions.