

Work Better Training

Job Description

Department	Accounts
Location of post	Borivali – East, Mumbai
Working Days	5 days a week from Monday to Friday, (Saturday – Work from home)
Work Timings	0930 – 1830 hrs

Work Better Training > Profile

Work Better Training & Development is an Executive Education and Training firm specializing in the field of behavioral and soft skills training. We partner with corporate organizations to drive their People Development initiatives and achieve the desired business outcome.

Within 7 years of our existence, we have grown at an extremely rapid pace with a team of exceptionally committed and passionate people. We trained close to 30,000 professionals PAN India in the last financial year alone. We are one of the largest training partners for companies like Axis Bank, HDFC Bank, Deloitte, Godrej, Mahindra & Mahindra, etc.

At Work Better, we seek nothing less than excellence, be it in our training programs or the people who work with us.

For more information, kindly visit www.workbetterindia.com

As part of the Business Operations team, you will –

- Maintaining Books of Accounts on Tally ERP – 9.
- Preparation of P&L & Bank reconciliation, Petty cash etc.
- Preparing & Posting invoice & collecting Debts.
- Preparation of monthly salary and deduction as per Statutory Act.
- Ensuring the compliance of statutory payments viz., TDS, VAT, CST and Service Tax including Quarterly and Annual returns.
- Tax compliance timelines as per statute (assessments, filing of returns, etc.).
- Preparing letters, Quotation, Bills, Debit Notes, Cheques, Vouchers and Challans.
- Ensure timely billing is done for the clients.
- Follow ups with clients for timely payment and TDS certificates.
- Ensure timely payments are made to the Trainers & Vendors.
- Ensure timely payments of office Overheads.
- Ensure completion of all legal formalities (as and when required).

Work Better Training

- Employee Reimbursements – preparation and validating of bills submitted.
- Engaging in corporate tax mandates for clients. (Registrar of Company –ROC & other ROC relates statutory compliances).
- Engage in technical research on latest case laws and circulars. (Follow the latest changes in LAW – changes in tax rate, changes in ROC, etc.).

Experience you bring to the table

- Accounts, Finance, Taxation, Tally ERP 9, Advance Excel (MIS), company law

Skills you must possess

- Experience in relevant accounting for 2 to 5 years.
- Knowledge and skills on Accounts, Finance, Taxation, Tally ERP 9, Advance Excel (MIS), company law.
- Excellent communication skills with an ability to relate well to people at all levels.
- Good analytical skills; problem solving skills and time management skills.
- Capable of acting on own initiative.
- Accuracy and attention to detail.
- Committed approach to team work.
- Good Coordination with Chartered Accountant of the Company.
- Resilience and adaptability to unforeseen work demands.
- Willingness to accept responsibility.
- Able to manage change.