

POSITION

JR. ACCOUNTS EXECUTIVE

ORGANIZATION

WORK BETTER TRAINING &
DEVELOPMENT

LOCATION

BORIVALI EAST

WORKING DAYS

5 DAYS (MONDAY-FRIDAY)
SATURDAY – WFH

WORK TIMINGS

9:30 AM- 6:30 PM

COMPANY PROFILE

We are an Executive Education & Training company that specializes in Soft Skills & Behavioral Training. We design and deliver customized training programs PAN India & are pioneers in creating the finest blend of industry best pre & post program initiatives. With the support of some of the biggest names in Corporate India as our clients, we have enjoyed a growth rate of over 30% since our inception in the year 2008.

We are a melting pot of people from diverse professional backgrounds with the common love for the Learning & Development space and the outlook to drive real change in the way professionals work. Our

ROLES & RESPONSIBILITIES

- 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).
- 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.)

work culture is highly infectious, where hard work & fun, dedication & passion go hand-in-hand. Our enthusiasm in our everyday work is what makes us an amazing place to work at. If you want to be a part of an exciting journey and play an important role in building a great company, this is the place for you.

EXPERIENCE

0 – 2 years of relevant experience in Accounting and Finance

REMUNERATION

Based on your Current CTC / Competitive as per industry standards

ADDITIONAL INCENTIVES

Learning opportunity, with a free hand to deliver, innovate and work with industry experts and high profile clients.

SKILLS

- Experience in relevant accounting for 0 to 2 years.
- Knowledge and skills on Accounts, Finance, Taxation, Tally ERP 9, Advance Excel (MIS), company law is an advantage.
- Good 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.