

Job Description

Duties and Responsibilities

Job Title: Senior Specialist - Accounts
Department: Finance
Prepared By: Finance
Reports To: Assistant Manager - Accounts
Date: July 2024

A. Job Description Objective

Person should possess good domain knowledge, analytical and communication skills. He/she should be energetic, eager to learn, team player, good at human relations. Should oversee all aspects of the accounting function and should be able to deliver as per the defined timelines.

B. Primary Job Objectives

The table below gives the primary duties/responsibilities for this position. It shows the expected allotted time over an extended period for the areas supported by the position as well as the Description of those areas.

Rank of Importance	% Allocation	Description	Skill set
1	85%	<ul style="list-style-type: none"> ❖ Intercompany and related party reconciliations ❖ Maintaining Global Lease Details ❖ Corporate tax reconciliations, and tax return filing as per due date ❖ Payroll processing & posting entries in ERP ❖ Monthly/Annual Book closing ❖ Preparation of various Adhoc reports as per management requirements ❖ Compliances of internal financial control and procedures ❖ Global VAT & Sales Tax reconciliation 	Must Have Must Have Must Have Must Have Good to Have Must Have Must Have Good to Have Must have
2	15%	<ul style="list-style-type: none"> ❖ Preparing MIS reports as per management requirement ❖ Support team in statutory, internal & Global audits 	Must Have Must Have

C. Job Qualifications Necessary:

- A Master's degree in commerce
- 10 years of work experience
- Sound knowledge in IFRS
- Good analytical and problem-solving skills
- Good written and verbal English **communication skills**
- Efficiency in MS Office tools including advance Excel functions, ERP package like SAP, working knowledge of MS Dynamics 365 will be an added advantage