

Assistant Manager, Accounts

Experience: 2-3 years of experience in accounting, preferably within the NBFC or financial services industry.

Educational Qualification: Bachelor's degree in Commerce (B.Com) or Accounting; Additional qualifications such as CA Inter would be an advantage

Location: Head Office, Mumbai

Skills Required:

- Strong proficiency in accounting software (e.g., any standard financial software and Tally).
- Good knowledge of Microsoft Excel (pivot tables, VLOOKUP, formulas etc.).
- Familiarity with Indian accounting standards (Ind AS) and financial regulations governing NBFCs.

Job Description:

- Maintain accurate books of accounts, ensuring proper journal entries for all financial transactions.
- Prepare and process vendor invoices, employee reimbursements, and ensure timely payments.
- Reconcile bank statements, ledgers, and balance sheets on a monthly basis.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Assist in the preparation of financial statements, including Profit & Loss, Balance Sheet, and Cash Flow.
- Support in generating management reports and assist in variance analysis.
- Provide accurate and timely data to assist with monthly and annual closings.
- Support the finance team in ensuring compliance with tax regulations (GST, TDS, etc.) and timely filing of returns.
- Assist in the preparation of tax-related documentation and filings, including GST returns, TDS filings, and Income Tax filings.
- Monitor and ensure compliance with statutory regulations applicable to the NBFC sector.
- Coordinate with internal and external auditors during the audit process, ensuring all necessary documents are provided and issues are resolved promptly.
- Liaise with customers and vendors for resolving any financial discrepancies.
- Assist in the preparation of MIS
- Filing RBI Returns quarterly