

JOB DESCRIPTION

Job Title: <u>Sr. Executive - Finance & Accounts</u>	Date: <u>6-April-26</u>
Band: <u>2</u>	Written by: <u>Abhishek Ashok</u>
Reports to: <u>Sr. Manager Finance</u>	Approved by: <u>Himanshu Sharma</u>
Division/Dept: <u>Finance & Accounts</u>	

1. JOB PURPOSE

Summarise in one statement why the job exists; and how it contributes to the overall mission/objective of the organisation.

Accounting and financial activities of the organisation. Ensuring a robust and seamless accounting, book keeping, Accounts Payable processing, Investment accounting & reporting process to meet set deadlines of the function and business.

2. PRINCIPLE ACCOUNTABILITIES

List the expected end results that must be achieved to fulfil the job purpose and the activities that help in achieving these results.

EXPECTED END RESULTS	MAJOR ACTIVITIES
Seamless and real time day to day accounting	Expenses and Accruals accounting.
Error free accounting & annual budgeting	Investment Accounting and bank account book entries/Bank Reconciliations.
Set high standards of reporting and meaningful analysis	Review of General ledger, inter-company/ inter-unit & other balance sheet account reconciliation to ensure all balance sheet accounts are providing correct balances at month end and before stat audits.
Record keeping for future audits & reference	Processing & Reconciling Bank statement and Credit card statement and comparing with past transactions for consistency.
Corporate Accounting	Active support in Finalization of Accounts and accurate details to Auditors. Handling the various reporting related to the management Arrangement of Audit and Supporting to auditors, Preparing the sheets of TDS, Preparing the Foreign payments. Managing Accounts Payable and Receivable. Reconciliation of Vendors Accounts Tax Audit (Tds Reasonability), Pf & ESIC Payments Creditors Ageing and Reports

3. MAJOR CHALLENGES

Describe the major challenges anticipated in carrying out this role

NA

4. KEY DECISIONS

Describe 1 or 2 decisions the incumbent would be required to make in this role.

- Ability to analysis of data and produce presentable analytical report
- - Strong and well controlled deadline oriented execution skills
- - Have a commitment to excellence, Be result-oriented with analytical ability and team player.
- - Be willing to seize initiatives and opportunities
- - Have strong verbal and written communication skills
- - Have impeccable integrity and high personal ethics

5. DIMENSIONS

List the data which will reflect the scope and scale of activities concerning the job

- Compilation & review of information of operational hotels and corporate office
- Preparation of various reports/statements for audits.
- Review of General ledger, inter-company/ inter-unit

6. SKILLS AND KNOWLEDGE

State the minimum acceptable proficiency for this job.

Required Skills/Knowledge

- Accounting, reconciliations, Payables, Billing, TDS & GST working knowledge
- IGAAP knowledge
- ERP-SUN SYSTEMS
- Advanced knowledge of MS Excel

Candidate must demonstrate the following skills:

- Excellent understanding accounting principles
- Be a self-starter with high-energy levels
- Ability to analysis of data and produce presentable analytical report
- Strong and well controlled, meeting, deadline-oriented execution skills
- Have a commitment to excellence
- Be result-oriented with analytical ability and team player.
- Have strong verbal and written communication skills
- Have impeccable integrity and high personal ethics

Educational Qualification:

CA with about 1-2 years post qualification experience

Relevant Experience :

As mentioned in Educational Qualification & Hospitality, accounting experience will be added advantage

InterGlobe competencies

1. Achieve Result
2. Serve and Delight your Customer
3. Collaborate and Partner with Others

- *These job descriptions are subject to change basis the business requirement.*