

Job Title: Accounts Executive - Position applicable only to male candidates (1 Position)

Company Website: www.firstglobalsec.com

Location: Work from Office (Vashi, Navi Mumbai)

Qualification: B.com or M.com

(Preference CA intermediate – Cleared one or both groups - Semi-qualified CA student who has left CA Course midway and is now working as an accountant.

Industry: Preferred Stockbroking or Fintech-InvestTech Company (Financial Service).

Experience: 3-4 years (articleship period not included)

Reporting to: Manager Accounts, Director, and Group CFO for specific tasks.

Responsibilities:

1. Maintain accurate and up-to-date financial records through bookkeeping and reconciliation.
2. Coordinate with all departments to gather information and complete tasks.
3. Compile, analyze, and report financial data.
4. Book monthly entries for income and expenses.
5. Manage vendor relationships, obtain payment approvals, and initiate payments.
6. Reconcile creditors and debtors, and obtain periodic confirmations.
7. Prepare fund requisitions on an accrual and payment basis.
8. Assist with TDS working, payments, verification, and return filing.
9. Collate GST details and assist with computation, return preparation, and filing.
10. Ensure compliance with due dates for taxes and filing.
11. Stay updated on changes in finance and accounting legislation.
12. Correspond with government departments for various tax and compliance matters.

Requirements:

1. Minimum 2-3 years of experience as an accountant, excluding articleship period.
2. Strong knowledge of accounting principles and compliance requirements.
3. Detail-oriented with excellent organizational skills.
4. Proficient in using accounting software.
5. Good communication and coordination skills.
6. Ability to think critically and propose innovative ideas.