

Payable & Receivable Specialist

Location: Mumbai

Reporting to: Finance Controller

About the Group and Company:

The Hinduja Group has become one of the largest diversified groups in the world spanning all the continents. The Group employs over 150,000+ people and has offices in many key cities of the world and all the major cities in India.

Hinduja Group has entered into the Renewable Energy sector with a long-term commitment to be an integral part of India's vision to be a leader in Sustainability. Hinduja Renewables Energy Private Limited (HREPL) is an independent power producer with a vision to grow through both organic and inorganic means. For more information please visit us at <http://www.hindujarenewables.com/>

Position Review:

Payable & Receivable Accountant:

The Accountant will be responsible for managing all aspects of accounts payable & receivable processes, ensuring accuracy, timeliness, and compliance relevant policies. This role will involve processing invoices, reconciling accounts, resolving discrepancies, and communicating effectively with vendors and internal stakeholders.

Key Delivery:

1. Vendor Invoice Processing:
 - Receive and review vendor invoices for accuracy, completeness, and approval.
 - Code invoices to appropriate general ledger accounts and cost centers
 - Enter invoices into the accounting system for payment processing
 - Ensure adherence to payment terms and resolve discrepancies with vendors or internal stakeholders
2. Employee Expense Reimbursement:
 - Review employee expense reports for accuracy, policy compliance, and supporting documentation.
 - Process expense reimbursements in a timely manner, ensuring proper coding and approval
 - Reconcile employee advances and outstanding balances on expense accounts
 - Provide guidance to employees on expense reimbursement policies and procedures
3. Vendor Reconciliation:
 - Reconcile vendor statements with accounts payable records to ensure accuracy and completeness
 - Investigate and resolve discrepancies, including unmatched invoices, credits, and outstanding balances.
 - Communicate with vendors to address discrepancies, obtain missing invoices, or clarify payment details.
 - Maintain vendor relationships and resolve issues in a professional and timely manner
4. Payment Processing:

- Prepare and process payments to vendors and employees through various methods (e.g., checks, ACH, wire transfers).
- Coordinate with treasury or banking partners to ensure timely and accurate disbursement of funds.
- Maintain payment records and reconcile payments with bank statements.
- 5. Compliance & Reporting:
 - Ensure compliance with company policies, accounting principles, and regulatory requirements.
 - Assist with month-end close activities, including accruals, reconciliations, and reporting.
 - Generate reports on accounts payable aging, outstanding invoices, and expense reimbursement trends.
 - Provide analysis and insights to support decision-making and process improvements

Qualifications & Exposure:

1. Bachelor's degree in finance, accounting, business administration, or a related field.
(CA / CMA will be preferred)
2. Prior experience of 5 Years & above in relevant field.
3. Process invoices accurately and efficiently, verifying appropriate approvals and coding.
4. Reconcile accounts payable transactions, ensuring accuracy and completeness.
5. Prepare and perform payment runs in accordance with payment terms and company policies.
6. Review and resolve discrepancies in invoices, purchase orders, and receiving documents.
7. Communicate effectively with vendors regarding payment inquiries and issue resolution.
8. Assist in month-end closing activities, including accruals and account reconciliations.
9. Collaborate with internal teams, such as purchasing, finance, and procurement, to streamline processes and improve efficiency.
10. Stay updated on accounting regulations and compliance requirements related to accounts payable
11. Assist with ad-hoc projects and tasks as assigned by management.

Personal Traits:

1. Exceptional communication and interpersonal skills, with a customer-centric approach.
2. Critical thinking
3. Collaboration with internal and external stake holders
4. Result orientation.
5. Proficiency in relevant software and tools, such as banking software, Microsoft Excel, and payment processing platforms.
6. Proficiency in accounting software and Microsoft Excel.
7. Strong understanding of accounting principles and practices

6.5LPA as the CTC.