

Job Description

Job Title: Accounts Executive (Fresher) – UK Accounting

Location: Mohali, India

Department: Finance & Accounting

Reports To: ATL/Team Lead

Employment Type: Full-Time

Shift Options:

- Morning Shift: 10:00 AM to 7:00 PM
 - Afternoon Shift: 12:00 PM to 9:00 PM
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Company Overview

Fiducia Accounting Services is a rapidly growing accounting and business solutions firm, serving clients across the UK and other global markets. At Fiducia, we are committed to nurturing early-career professionals by providing a collaborative and growth-oriented work environment. We pride ourselves on delivering excellence in finance and accounting services, underpinned by a strong culture of innovation and continuous learning.

Position Overview

We are seeking highly motivated and detail-oriented fresh graduates to join our UK Accounting team. This is an excellent opportunity for individuals looking to build a solid foundation in accounting and finance while gaining exposure to UK accounting standards and global financial practices.

Key Responsibilities

- Assist in the monthly closing and financial reporting processes, ensuring accuracy and adherence to timelines
 - Prepare financial statements in accordance with UK accounting principles and standards
 - Perform account reconciliations (e.g., bank, ledger, suspense accounts) and resolve discrepancies
 - Support internal and external audits by coordinating with auditors and relevant stakeholders
 - Contribute to the preparation of monthly, quarterly, and ad hoc financial reports
 - Record journal entries and maintain general ledgers, ensuring accuracy in asset and liability balances
 - Respond promptly to queries from internal departments, group teams, and external partners
 - Ensure compliance with internal controls and company policies
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Candidate Profile

Experience:

- Freshers are welcome to apply
- Internship experience in accounting or finance is advantageous

Technical Skills:

- Proficiency in Microsoft Excel, including formulas, pivot tables, and basic data management
- Understanding of core accounting principles such as journal entries, ledgers, and trial balance

Soft Skills:

- Strong verbal and written communication skills
 - Analytical thinking and attention to detail
 - Ability to prioritize tasks, manage time efficiently, and meet deadlines
 - High ethical standards and integrity in handling confidential information
 - Adaptability and willingness to learn in a fast-paced environment
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Compensation & Benefits

- Competitive salary based on qualifications and potential
 - Health insurance and Provident Fund (PF) coverage
 - Food allowance/subsidies
 - Complimentary cab service for pick-up and drop-off
 - Leave encashment as per company policy
 - Recreational amenities, including access to a gaming zone
 - Structured training programs and dedicated mentorship
 - Clear career progression path in UK and global accounting standards
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Why Join Fiducia?

- **Accelerated Learning:** Hands-on exposure to UK accounting standards and international best practices
- **Career Growth:** High-performing employees can quickly move into senior roles
- **Supportive Environment:** We believe in continuous feedback, professional development, and recognizing individual contributions.

Fiducia Accounting Services is an equal opportunity employer committed to diversity and inclusion. We welcome applications from all qualified individuals.