
Job Description
Accountants Payable

About HCLTech

HCLTech is a global technology company, home to 211,000+ people across 52 countries, delivering industry leading capabilities centered on digital, engineering and cloud powered by a broad portfolio of technology services and products. Our people – a global, diverse, multi-generational talent - representing 167 nationalities whose unique spark, perspective and boundless passion drive our culture of proactive value creation and problem solving, power us. We work with clients across all major verticals, providing industry solutions for Financial Services, Manufacturing, Life Sciences and Healthcare, Technology and Services, Telecom and Media, Retail and CPG, and Public Services. Our purpose is to bring together the best of technology and our people to supercharge progress. We are supercharging progress for everyone, everywhere – our clients, partners and their stakeholders, our people, communities, and the planet.

The company’s DNA of grassroots innovation, its ingrained culture of co-innovation, and its tradition of going far beyond what is expected, to create customer value, clearly differentiates it and gives it a distinct advantage in creating value for businesses in the digital and connected world.



Corporate Social Responsibility: HCLTech builds sustainability principles and actions into the strategy, culture and day-to-day operations of our company. We aim to improve the lives of people around the planet, engaging our employees, clients, stakeholders, and the communities we live in, to a higher purpose. We focus on areas where we can make the most difference: health, education, technology, jobs, and people who are denied the benefits and access afforded by science, technology and innovation. Guided by the United Nations Sustainable Development Goals, we view sustainability in three ways – economic, social and environmental, known informally as Profit, People and the Planet. As a company, we are deeply focused on accelerating our ESG agenda. We are also creating technology-enabled sustainable solutions with and for our clients and partners. We embed ESG imperatives into every aspect of our business and ensure that the progress we supercharge is responsible, inclusive and beneficial to all our stakeholders in the long-term. We have committed to achieving net-zero by 2040.



Highlights of the Team

At HCLTech, we offer continuous opportunities for you to find your spark and grow with us. We want you to be happy and satisfied with your role and to really learn what type of work sparks your brilliance the best. Throughout your time with us, we offer transparent communication with senior level employees, learning and career development programs at every level, and opportunities to experiment in different roles or even pivot industries. We believe that you should be in control of your career with unlimited opportunities to find the role that fits you best.

Why Us?

- We offer End-to-end digital transformation expertise that helps clients from strategy through execution.
 - We work with the biggest brands, offering the opportunity to be a part of industry-leading work.
- We are invested in your growth, offering learning and career development opportunities at every level to help you find your spark.
- We offer freedom and flexibility on the job, empowering our employees to make decisions.
- We offer a virtual-first work environment, promoting a good work-life balance and real flexibility.
- Our company is extremely diverse with representation of 165 nationalities.
- We offer the opportunity to work with colleagues across the globe.
- We offer comprehensive benefits for all employees.
- We are a certified great place to work and a top employer in 17 countries, offering a positive work environment that values employee recognition and respect

Website Link: <http://www.hcltech.com/>

Job Title

FPNA

Job Location

Pan India

Roles and Responsibilities

Core Responsibilities

- **Invoice Processing:** Handling PO, non-PO, and credit note invoices; ensuring accurate entry and timely approvals. Performing 3-way match for PO invoices and authorization checks for non-PO invoices. Knowledge of local tax/ GST Compliances – US, Europe, APAC, India. Managing vendor master data, duplicate vendor checks, and onboarding workflows.
- **Payment Execution:** Managing payment runs, bank advice generation, and manual payment processing
- **Vendor Management:** Creating/modifying vendor master data, reconciling balances, and managing advances/security deposits
- **MIS & Audit & Compliance:** Provisioning & Variance Analysis of Cost, Preparation of MIS for Lead/ Management review. Managing audit, providing audit schedule and taking care of audit queries
- **Reporting & Compliance:**
 - Preparing vendor ageing reports and GR/IR reviews.
 - Supporting internal audits and external reviews
 - Ensuring compliance with MSME reporting and DOA structures
- **Helpdesk & Query Resolution:** Responding to AP-related queries and managing vendor/ user queries along with SOA reconciliation and query resolution thereof.

- **System Expertise:** Working across platforms like SAP FICO, Ariba & MS Office (Excel & PPT)
- **Finance Knowledge:** Understanding of accounting principles, tax laws (GST, TDS), and compliance.
- **Soft Skills:** Attention to detail, communication, vendor management, and time management.

Skillset Required

- Excellent analytical and problem-solving skills.
- Excellent written & verbal communication in addition to impressive inter personal & negotiation skills.
- Effective time management skills and ability to meet deadlines.
- Proven record of accomplishment of meeting and exceeding business goals and targets.
- Excellent organization, multitasking, and prioritization skills that would lead to a productive outcome.
- Has Entrepreneurial mind-set and must be a team player.
- Must have perseverance to negotiate large deals and be a metric-driven person
- Exceptionally strong work ethic displaying a mature and professional attitude with an ability to adjust quickly to change
- Motivated, self-starter and achievement oriented and excellent team building skills.
- Able to work well under stress in a fast paced environment
- Strong Microsoft skills, including Word, PowerPoint, Excel, Project and Vision.
- Knowledge of industry best practices and control frameworks.

Qualification

- Greater than or equal to 60% throughout academics (10th, 12th and Graduation)
- Qualified Cost Management Accountant. **(Freshers)**
- 15 Months of Training experience from good listed companies.