

## **Job Title: General Accounting**

**Job Summary:** The General Accountant is responsible for managing financial records, preparing financial statements, and ensuring compliance with accounting regulations. This role involves working with financial data, conducting analyses, and providing insights to support decision-making.

### **Key Responsibilities:**

#### **1. Financial Recordkeeping:**

- Maintain accurate financial records, including ledgers, accounts payable, and accounts receivable.
- Process invoices and payments in a timely manner.

#### **2. Financial Reporting:**

- Prepare reports for management review.

#### **3. Compliance and Audits:**

- Assist with internal and external audits, providing necessary documentation and support.

#### **4. Reconciliation:**

- Perform reconciliations.
- Investigate and resolve discrepancies in financial data.

#### **5. Budgeting and Forecasting:**

- Assist in the preparation of budgets and financial forecasts.

#### **6. Collaboration:**

- Work closely with other departments to provide financial insights and support business operations.
- Assist in the development and implementation of accounting policies and procedures.

### **Qualifications:**

- Required qualified Cost & Management Accountant / Chartered Accountant
- Good interpersonal, oral and written communication skills.
- 1-2 years of relevant accounting experience.
- Working knowledge in accounting software.
- Strong analytical skills and attention to detail.
- **Name of the position: Asst Manager- Finance**
- **Eligibility criteria : CMA qualified**
- **CTC p.a.: 8.5 lakhs p.a (including variable pay)**
- **Job location :Chennai**
- **No. of vacancies (tentative):2**