

Job Description
Senior Executive Ship Operating Mumbai India

Title:	Senior Executive / Executive Accounts and Finance
Business Unit/Dept:	Accounts and Finance
Location:	Mumbai, India
Reports to	GM-Accounts and Finance / Assistant Manager Accounts
Direct reports	Not applicable

Job Purpose (purpose of the position, why position exists)

The purpose for this position to provide helping hand for accounts and finance relating to India slag business. An employee will report to GM- Accounts and Finances

Job Title: Accounts Executive (India slag)

Department: Accounts and Finance

Place: Mumbai-India

Salary: INR 50k to 60k per month (600k to 660k per annum) (USD 8,500 to USD 9,500 per annum)

Education Inter CA level with 1 year experience in accounts and finance preferable in shipping)

1. Booking entries of accounts like receipts, payments journal entries and fixed assets register entries in oracle financials
 2. Prepare monthly profit and loss basis the cost allocations, balance sheet by compiling and analyzing account information as per oracle
 3. Reconciles monthly accounting data with the bank books in oracle financials.
 4. Accounts reports and documents financial transactions by entering account information and head office queries and reports.
 5. Payment of statutory taxes (GST, TDS, Advance Taxes, Profession tax etc) on time.
 6. Provident fund calculation and reports updates.
 7. Monthly Salary data inputs and reports.
 8. Coordinating with banks on day to day requirements.
 9. Export documents collating and updating banks with the required information's
 10. LC opening process and bank guarantee process
 11. Statutory and group audit preparations and process and reports with the auditors
 12. Internal control and check
 13. Contributes to team effort by accomplishing related results as needed.
- Accomplishes the result by performing the duty



Key Result Area (Key Performance Indicator)

<ul style="list-style-type: none">• Effective maintaining of books of accounts in Oracle financials• To assist in statutory audit• Be a back-up for accounts and finance team

Education, Experience and skills:

Education & Qualifications:	B Com Graduate with experience or Inter CA
Experience	Over 1-2 years' experience in accounts and finance
Skills:	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Oracle financials system know how and its operations• Understands accounting basic• Proactive, self-motivated, with a can-do attitude• Adaptable and resourceful, manages challenges situations and environments.• Active Team player

Core Competencies:

Leadership	<ul style="list-style-type: none">• Knowledge in accounts and compliances
Management	<ul style="list-style-type: none">• Manages risks• Seeks feedback and act in it
Detail Orientation	<ul style="list-style-type: none">• Organized, methodical• Demonstrates good attention to details
Customer Focus	<ul style="list-style-type: none">• Fosters and maintains customer relationships with banks and customers• Understands and responds appropriately to clients needs
Communication	<ul style="list-style-type: none">• Listens well and shares ideas and solutions• Ensures regular, consistent communications takes place.
Team work	<ul style="list-style-type: none">• Seeks involvement and inputs from other people• Considers different perspectives
Initiative	<ul style="list-style-type: none">• Proactive• Takes the initiative to make things happen
Ownerships & Accountability	<ul style="list-style-type: none">• Takes ownership of own decisions and actions-successes and mistakes• Is reliable



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