



We are on the lookout for **motivated, competent and result oriented individuals** to join our team

## Accounts Executive

### Key Duties & Responsibilities

- Responsible for preparation of monthly, quarterly and annual financial statements.
- Passing Journal entries for provisions, amortizations, posting error corrections, intercompany cost/revenue sharing and other debit/credit notes, and finance related entries required to record transactions in a proper manner.
- Assist to prepare monthly accounts, budgets and Annual report.  
Verification of cheque payment vouchers / all types of payment vouchers, petty cash vouchers, doctor payment vouchers etc.
- Generating Intercompany invoices, Intercompany accounts reconciliation, handling Intercompany payments & receipts.
- Monitoring Fixed Assets Module and transactions pertaining to same.

### Ideal Candidate Should Possess

- Fully qualified or passed finalist of CA/ ACCA/ CIMA.
- Minimum of 2 years' post qualifying experience.
- Proficient in MS Office applications, data analysis tools and other accounting tools.
- Excellent communication skills with strong analytical, presentation and organizing skills.
- Male Candidates preferred.