

Job Title	<i>Executive Finance & Accounts</i>
Reporting Manager	<i>Manger Finance</i>

Job purpose

- Ensure smooth functioning of AP process and payment process for on time payments to employees and vendors & Follow up for timely settlement of EMDs /Advances / Retention Moneys, etc.

Duties and responsibilities

- Accounts Payable – Vendor _ SPOC
- Bank Payments & GST Compliance
- Bank Liaising with bank for all kind of documentation related to KYC/Account opening/Addition or deletion of Signatories
- Updation of Provision Trackers for MIS
- Fixed Asset Management
- Generation of periodic Reports for Analysis

Qualifications

Professional Certification	If Any
Education	Min. Bachelor's Degree Masters in Finance
Experience	Minimum of five (3) years of experience
Language skills	English, Regional Language
Other Skills	Proficient in MS Applications (Word, Excel, Power point), Project Management Skills, Problem Solving and Organizational Skills, Expert knowledge

Job Location

Hyderabad, Telangana