

JOB DESCRIPTION

Finance Executive

Key Requirements:

- Bachelor's degree in finance, accounting, or a related field.
- Strong analytical and numerical skills.
- Proficiency in financial software and Microsoft Excel.
- Knowledge of accounting principles and financial reporting.
- Excellent attention to detail and organizational skills.

Key Responsibilities:

- Perform day-to-day accounting entries for expenses, banks, receipts, and journals.
- Create and issue invoices, purchase orders (POs), and revenue orders (ROs) according to the monthly cycle or as needed.
- Review and validate cost sheets, ensuring all invoices are received and accurately recorded.
- Prepare weekly bank payment sheets and maintain payment cycle processes.
- Conduct ledger reconciliations as necessary, including reconciliations for clients, vendors, and service providers related to WRM and invoices.
- Ensure all transactions, including vendor, client, and bank transactions, are recorded within the timeline laid down by the company.
- Complete the booking of all indirect expenses as per company process.
- Ensure all ledgers reconcile to zero at the end of every quarter.