Dear Job Aspirant,

We wish to contact you for the position below **Senior Associate - Accounts & Finance**

* Designation: Senior Associate - Accounts & Finance
* Qualification: M.COM (ACC & FINANCE)
* Location: Mumbai
* Experience: 5 - 7 Years

**Company Profile :**

UNIDEL is a family of innovative technology companies that serve large and under-served with data-led insights. Established in 1973, UNIDEL companies across the Industrial IoT, WealthTech, and CareerTech segments are designed to re-imagine solutions for current industry challenges. With offices in India, US, and Japan, this company serves global customers with disruptive technology solutions as its businesses are at the forefront of global data-led disruptions that help transform daily lives and assist organizations with critical and informed decision-making. Throughout its history, UNIDEL has led pioneering efforts to create many first of its kind products and solutions.

For more information, visit [www.unidel-group.com](http://www.unidel-group.com).

**JOB Description:**

**Key Responsibilities:**

* Handle day-to-day accounting entries related to accounts payable.
* Ensure timely processing and booking of vendor invoices, credit notes, and employee reimbursements.
* Perform monthly, quarterly, and annual reconciliation of vendor accounts.
* Finalize accounts payable entries during monthly and year-end closure.
* Prepare and verify ledger balances and resolve discrepancies.
* Coordinate with vendors and internal teams to address reconciliation issues.
* Assist in mapping financial data to final accounts, ensuring completeness and accuracy.
* Maintain proper documentation and audit trails for all transactions.
* Support internal and statutory audits by providing necessary data and reports.
* Collaborate with cross-functional teams to improve the AP process and ensure alignment with accounting policies.

**Key Skills & Competencies:**

* Strong knowledge of accounting principles and payable processes.
* Experience in finalization of accounts and reconciliations.
* Proficiency in accounting software (e.g., Tally, SAP, Oracle, or similar).

1. **Financial Reporting:**
   * Prepare and review monthly, quarterly, and annual financial statements in compliance with accounting standards and regulations.
   * Ensure accurate and timely reporting of financial performance to senior management and stakeholders.
2. **Accounting Management:**
   * Oversee day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and bank reconciliations.
   * Ensure proper maintenance of accounting records and adherence to internal controls.
3. **Compliance and Audit:**
   * Ensure compliance with local, state, and federal regulations and accounting principles.
   * Coordinate and assist with internal and external audits, providing necessary documentation and explanations.
4. **Financial Analysis:**
   * Conduct financial analysis and variance analysis to identify trends, discrepancies, and areas for improvement.
   * Prepare detailed financial reports and presentations for senior management, highlighting key insights and recommendations.
5. **Budgeting and Forecasting:**
   * Assist in the preparation of annual budgets and forecasts, providing valuable input and analysis.
   * Monitor and analyse budget performance, recommending corrective actions as needed.
6. **Team Leadership:**
   * Supervise and mentor junior accounting staff, providing guidance and support for their professional development.
   * Review and approve accounting transactions and reconciliations prepared by team members.
7. **Process Improvement:**
   * Identify opportunities for process improvements and efficiencies in accounting procedures.
   * Implement best practices and streamline accounting processes to enhance accuracy and productivity.

**Qualifications:**

* **Education:** Bachelor’s degree in accounting, Finance, or a related field. **Chartered Accountant (CA) qualification is required.**
* **Experience:** Minimum of 5-7 years of progressive accounting experience, including supervisory experience. Experience in an IT industry
* **Technical Skills:**
  + Strong knowledge of accounting principles, practices, and regulations.
  + Proficiency in accounting software and Microsoft Excel (advanced skills preferred).
* **Analytical Skills:** Excellent analytical and problem-solving abilities with attention to detail.
* **Communication Skills:** Strong verbal and written communication skills, with the ability to effectively present financial information to non-financial stakeholders.

Knowledge of Investments in Indian & Overseas Market and has practical experience of Investment Accounting is preferred.

* Preparation of Financials of Individuals, Partnership Firm, LLP, Corporates basis Trail Balance which includes:
* Income Expenditure Account or Profit & Loss Account,
* Balance Sheet (BS). Notes / Schedules to P&L & BS. Bank Reconciliation Statement (BRS)
* Computation of Advance tax Working basis Income & Expenditure Account and P&L A/c
* Computation of Income & Tax Liability. GST Compliances & Handling Income Tax and GST Notices
* Filing of GSTR-1 &Filing of GSTR-3B. Monthly sign-off of checklist

Regards,

HR Team