

Banking and Payments Specialist

Location: Mumbai

Reporting to: Manager / Sr. Manager

About the Group and Company:

The Hinduja Group has become one of the largest diversified groups in the world spanning all the continents. The Group employs over 150,000+ people and has offices in many key cities of the world and all the major cities in India.

Hinduja Group has entered into the Renewable Energy sector with a long-term commitment to be an integral part of India's vision to be a leader in Sustainability. Hinduja Renewables Energy Private Limited (HREPL) is an independent power producer with a vision to grow through both organic and inorganic means. For more information please visit us at <http://www.hindujarenewables.com/>

Position Review:

Banking and Payments Specialist:

The Banking and Payments Specialist will play a key role in managing financial transactions, ensuring compliance with regulatory requirements, and providing exceptional service to our customers in the banking and payments sector

Key Delivery:

1. Bank Reconciliation:

- Perform daily, weekly, and monthly bank reconciliations to ensure accuracy and completeness of financial records.
- Identify and investigate discrepancies between bank statements and internal records, resolving any issues in a timely manner.
- Maintain a thorough understanding of company banking activities and reconcile all bank accounts accordingly.

2. Payment Processing:

- Manage the end-to-end payment process, including preparing and verifying payment instructions, obtaining necessary approvals, and processing payments through various channels (e.g., checks, wire transfers, ACH).
- Coordinate with internal departments to ensure timely and accurate processing of invoices, expense reports, and other payment requests.
- Monitor payment deadlines and ensure compliance with internal policies and external regulations.

3. Cash Management:

- Monitor cash flow activities and forecast cash requirements to support

operational needs.

- Optimize cash management strategies to minimize idle funds and maximize investment opportunities.
- Collaborate with treasury and finance teams to implement cash management policies and procedures.

4. Reporting & Analysis:

- Generate reports on bank reconciliation status, payment activities, and cash positions for management review.
- Analyze financial data to identify trends, anomalies, and opportunities for process improvement.
- Provide insights and recommendations to enhance efficiency and accuracy in bank reconciliation and payment processes.
- Process and oversee various banking transactions, including deposits, withdrawals, transfers, and payments, while maintaining accuracy and efficiency.
- Monitor and reconcile accounts to ensure accurate record-keeping and identify any discrepancies or fraudulent activities.
- Stay up-to-date with regulatory changes and compliance requirements related to banking and payments, and ensure adherence to all relevant laws and regulations.
- Identify opportunities to improve banking processes and procedures, and contribute to the development and implementation of new initiatives.

5. Compliance & Audit:

- Ensure compliance with internal controls, accounting standards, and regulatory requirements related to bank reconciliation and payments.
- Assist with internal and external audits by providing supporting documentation and explanations of financial transactions.
- Implement recommendations from audit findings to strengthen internal controls and mitigate risks.

Qualifications & Exposure:

1. Bachelor's degree in finance, accounting, business administration, or a related field.
(CA / CMA will be preferred)
2. Prior experience of 5 Years & above in relevant field.
3. Strong understanding of banking operations, financial products, and payment processing systems.
4. Excellent attention to detail and analytical skills, with the ability to reconcile accounts and identify discrepancies.
5. Knowledge of regulatory requirements and compliance standards in the banking and payments sector.
6. Relevant experience of 5 years or above.

Personal Traits:

1. Exceptional communication and interpersonal skills, with a customer-centric approach.
2. Critical thinking
3. Collaboration with internal and external stake holders
4. Result orientation.
5. Proficiency in relevant software and tools, such as banking software, Microsoft Excel, and payment processing platforms.

6.5LPA as the CTC.