

CTC: Rs. 13.94 LPA

E-2 Grade Pay Scale: (Rs.50000 - 160000)

JOB DESCRIPTION:

Position Title: Graduate Executive Trainee

Department: Finance

Key Responsibilities

1. Financial Reporting

- * Prepare financial statements and project-wise accounting records.
- * Handle Accounts Payable and Receivable transactions with accuracy and timeliness.
- * Review and reconcile general ledger accounts and related schedules.
- * Prepare and analyze Monthly MIS Reports, providing actionable insights for management decisions.
- * Support preparation of Board notes, management presentations, and financial summaries.

2. Budgeting & Forecasting

- * Develop annual budgets and financial forecasts in coordination with departments.
- * Monitor financial performance against approved budgets and highlight major deviations.
- * Assist in long-term financial planning, including project cash flows and fund utilization.

3. Compliance & Taxation

- * Ensure compliance with Ind AS, Companies Act, GST, TDS, TCS, and other statutory regulations.
- * Coordinate and facilitate statutory, tax, internal, and C&AG audits, ensuring timely closure of audit observations.
- * Maintain adherence to internal financial controls, PSU/government guidelines, and CVC norms.
- * Prepare and file tax returns and statutory statements as per timelines.

4. Additional Functions (as applicable)

- * Support treasury operations and fund management activities.
- * Participate in financial due diligence, project evaluation, and contract vetting.
- * Assist in ERP/SAP-related financial modules and process improvements.