

Job Title: Senior Accounts/Finance Executive

CTC: Upto 6 LPA

Location: Chennai

Department: Accounts & Finance

Job Summary:

The Senior Accounts/Finance Executive is responsible for overseeing day-to-day accounting operations, ensuring accuracy in financial reporting, managing statutory compliance, and supporting management in financial planning and analysis. The role requires a strong understanding of accounting principles, tax laws, and financial controls to ensure timely and accurate financial management.

Key Responsibilities:

- Handle daily accounting operations including accounts payable, receivable, bank reconciliation, and general ledger maintenance.
- Prepare monthly, quarterly, and annual financial statements in compliance with accounting standards.
- Support in finalization of accounts and statutory audits.
- Ensure timely filing of GST, TDS, and other statutory returns.
- Monitor cash flow, fund management, and working capital requirements.
- Coordinate with internal and external auditors for smooth completion of audits.
- Maintain proper documentation of financial records and ensure compliance with company policies.
- Assist management with budgeting, variance analysis, and cost control initiatives.
- Support in MIS reporting and provide financial insights for decision-making.
- Ensure accuracy and timeliness in all financial transactions and reports.

Required Skills & Competencies:

- Strong knowledge of accounting principles, taxation, and financial reporting.
- Proficiency in Tally ERP / SAP / or other accounting software.
- Analytical mindset with attention to detail and accuracy.
- Good communication and coordination skills.
- Ability to work independently and handle multiple priorities.