**Position: Accounts Executive**

**Location: New Delhi**

**Reports to: Sr. Manager - Finance**

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| **Section 2 | Purpose of the Role** | |
| The proposed position will be integral part of strong Udayan Accounting team and will be given independent role to manage the branch expense and accounting in close supervision of **Sr. Manager -Finance from HO**. | |
| **Section 3 | Key Responsibilities** | | |
| * Accounts payable booking * Timely processing of payments * Filling of documents. * Bank Reconciliation * Fixed assets register maintenance and updating * Management of assets management as per organizational policies and processes for all locations including branches. * HO and Branch reconciliation * Fund forecasting and management   **Any other job or related task as advised by the Sr. Manager / Director - Finance** | | |
| **Section 4 | Experience, Qualifications and Skills** |
| **Experience –** 3 -5 Years of experience in working with accounting team. |
| **Educational Qualifications -** B Com / CA (Inter) / ICWA (Inter) |
| **Skills Requirements:**   * Good understanding of Accounting, Branch accounting and Fund Management * Good understanding of excel, word, PowerPoint * Basicread, spoken and write skills of English * Knowledge of accounting software “VOLAC” will be given preference. |