



Job Description for Junior Accountant

Job Requirements:

Facilitating and improving the financial practices and procedures within a company or organization. Ensuring an employer's adherence to financial regulations and legislation

Job Requirements:

- Management of all accounting-related activities using TALLY/QuickBooks.
- Payment, Reimbursement processing and sharing of payment advice to vendors/ creditors etc.
- Filing bills, invoices, and all financial documents and maintaining all relevant records.
- Other accounting activities - cash management, bank reconciliation, invoicing, debtors & creditors management, file work, basic accounting, managing day-to-day transactions, bookkeeping, etc.
- Management & Tracking of payments towards fixed monthly overheads on time.
- Stock management
- Vendor management
- Other admin-related activities

Mandatory Requirements:

- Graduation from a reputed university.
- A minimum of 2-3 years experience in accounts handling and book preparation.
- Expert in accounting software (Tally). Knowledge of QuickBooks is an asset.
- Good knowledge of MS Office
- Good oral and written communication skills in English