

Role: Analyst / Sr Analyst Finance

Shift: 1 pm – 10 pm

Location: Vikhroli

Salary: 6.5 fixed CTC + variables

Desired Candidates:

Commerce graduate / MBA Finance/ CMA

Good communication skills

Should have experience in GL accounting , reconciliation, reporting

Should have experience in month end closing

Should be comfortable working in 1pm – 10 pm shift

Day to day accounting & month end

- Project set up and maintenance in SAP
- Weekly Timesheet reports (Missing timesheet)
- Cost rate reporting
- Project reporting BU wise during the month end
- Other month end reporting
- P&L Summary, project wise summary report , Act vs Fct, variance analysis etc.
- General Ledger analysis
- Manage the volume of journal entries to ensure all business transactions are recorded
- Work closely with the team in preparation of monthly/yearly closing Review and analyse information from the general ledger and other accounting records to ensure accuracy and completeness, undertake GL reconciliations, and take corrective action, as appropriate

Reporting

- Provide inputs for weekly & month end reports
- Work with BU Accountant/ Finance Controller to prepare and submit weekly/monthly reports
- Produce month end reporting packs
- Support to Business Planning & Forecasting