

Senior Analyst (Finance & Accounts) – Job Description

Job Overview - Manage, control and ensure that company accounting activities and procedures conform to generally accepted accounting principles and comply with the approved policies and procedures of the company.

Key Responsibilities

- Preparation of Monthly Financial reporting
- Preparation of Monthly/ Quarterly Audit Schedules
- Project Accounting
- Preparation of Fixed Asset Register
- Coordination with Branches
- Accounting of Financial and Operating Lease
- Preparation of various reconciliation from control perspective
- Audit support to client

Requirement

- Accountant with experience of 2-4 years
- Able to do multitasking
- Understanding of General Accounting Standards
- Experience in preparation of Financial Reporting / MIS
- Proficient in excel and reporting
- Good analytical skills
- good time management skills and the ability to priorities and maintain turnaround time
- the ability to work as part of a team and to build strong working relationships

Location: Client's site @ Noida Sector 125 + IBA's Office @ Panchsheel Park, New Delhi

Type of Employment: Full Time

Preference will be given to male candidates.