

Junior Executive/Executive (Finance)

JOB TITLE	Junior Executive I/II or Executive	DEPARTMENT		Finance	
LOCATION	Haldia Terminal, WB	CTC	6.5 to 8.2 LPA	IN-HAND	31k to 42k

RESPONSIBILITIES:

<i>Area</i>	<i>Key Activities</i>
Comprehensive	<p>The incumbent should have minimum experience in the field of Customs & Service Tax and should be expected to cover the following areas :</p> <ol style="list-style-type: none"> 1. Should be well versed and fully aware of the latest developments in the accounting standards (Domestic as well as International) and Companies Act. 2. Should be able to coordinate with respective Finance Location in-Charges' for matters relating to financial statements and periodic reporting. 3. Should be able to handle statutory auditors for matters related to audited accounts and statutory requirements. 4. Must ensure the safeguarding of company's assets by adhering to the policies and guidelines on asset management.

QUALIFICATIONS:

<p>Educational Qualifications</p> <ul style="list-style-type: none"> • Full – Time Graduate degree from a recognized University (bachelor's degree in commerce) • CA-Intermediate (will be an added advantage) <p>Experience</p> <ul style="list-style-type: none"> • 2-3 years' experience. • Minimum 2 years working knowledge of SAP <p>Skill Set Requirement</p> <ul style="list-style-type: none"> • The incumbent should have excellent interpersonal/communication skills. • The incumbent should be able to perform and exhibit leadership qualities. • The incumbent should be fluent in English and local language. • The incumbent should exhibit conceptual and analytical thinking. • The incumbent should be well versed with MS Office Applications.
