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*We create a better world by helping companies become great workplaces.*

## ABOUT THE ORGANIZATION

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Great Place To Work® Institute is a global management research and consulting firm dedicated at enabling organisations achieve business objectives by building better workplaces. At Great Place to Work® Institute, we've spent 25 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we've created a model for building performance based on trust. It's our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 58 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It's all part of our passion to create a better world by helping organisations become great workplaces.

# POSITION: Lead - Accounts

*Location: Mumbai*

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| <b>Role</b>  | Lead - Accounts  |
| <b>Basic Qualifications</b>  | <ul style="list-style-type: none"> <li>• Bachelors in Commerce/BMS</li> <li>• CA Inter / ICWA Inter with 4-5 years of experience (Exams cleared)</li> </ul>  |
| <b>Required Experience</b>   | <ul style="list-style-type: none"> <li>• Proven working experience as an Accounting Manager, Accounting Supervisor or Finance Manager</li> </ul>   |
| <b>Salary</b>  | INR 35,000 - 40,000 fixed per month (will vary basis experience and overall profile)   |
| <b>Required Competencies</b>   | <ul style="list-style-type: none"> <li>• Knowledge for handling statutory compliances in relation to Income Tax, GST, PF, ESIC, Companies Act.</li> <li>• Advanced computer skills using MS Office and Tally</li> <li>• Advanced Microsoft Excel skills</li> <li>• Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations</li> <li>• Great attention to detail and accuracy</li> <li>• Ability to direct and supervise</li> <li>• Excellent verbal and written communication abilities across all levels of the organization</li> </ul> |
| <b>Role and Responsibilities:</b>  |  |
| <ul style="list-style-type: none"> <li>• Supervision of day to day accounting work like invoicing, expenses booking, collections, vendor payments, vendor management, bank reconciliation etc.</li> <li>• Ensuring Monthly, Quarter and Year End closures (closure of accounting, MIS related information, etc.)</li> <li>• Ensuring Statutory compliances of GST, TDS, PF, PT, ESIC, Advance Tax, compliances with respect to Companies Act, etc.</li> <li>• Ensuring closure of Statutory Audit, Tax Audit, Transfer Pricing Audit, Income Tax Return, etc.</li> <li>• Tracking Receivables and Payables, ensuring timely receipts &amp; payments as well as regular follow ups for the same</li> <li>• Managing Cashflow for the Company</li> <li>• Supervision of Salary processing, tax calculations, etc.</li> <li>• Ensuring cost effectiveness in the business</li> <li>• Preparation of Management Reports for review of Financial Performance</li> </ul> |  |



#### WHY SHOULD YOU APPLY?

- You will be joining our mission to help numerous organizations transform their workplaces and thereby impact industry and society
- You will get the opportunity to learn continuously from the best employers globally
- You will have the opportunity to write articles, address seminars and be known as a thought leader
- You will be a part of a team that passionately believes in and tries to practice the great workplace values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie
- You will get an opportunity to build your individual brand by getting exposed to networks with the CXOs and Head HRs of the best workplaces in India
- You will get to experience a unique and sought-after business model in this space

#### CONTACT

Please email your updated resume, along with a cover letter addressing how you meet the above requirements, to [in\\_careers@greatplacetowork.com](mailto:in_careers@greatplacetowork.com) (Subject: Application for Lead - Accounts\_Name).

#### DIVERSITY POLICY

Great Place to Work® is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions

To read more about us: <https://www.greatplacetowork.in/>

