

Job Description of Sr Accountant

Job Title : Sr Accountant

Location : Minto Park, Kolkata

Reporting To : CFO

Experience : 08 - 10 Years

Remuneration : 06 - 08 Lacs PA

Job Overview:

We are seeking a highly skilled and experienced Senior Accountant to join our dynamic finance team. The ideal candidate will have a strong background in finance with expertise in GST filing, TDS, returns, and filings. Additionally, knowledge of market equities, derivatives, and financial reporting is essential. This role involves managing accounting operations, ensuring compliance with regulations, and offering strategic financial advice to senior management.

Key Responsibilities:

- **Accounting & Financial Management:**
 - Oversee daily accounting functions including journal entries, bank reconciliation, and financial transactions.
 - Prepare monthly, quarterly, and annual financial statements, ensuring compliance with accounting standards.
 - Analyze financial data and produce reports to assist management in decision-making.
 - Review general ledger entries and ensure proper documentation and compliance.
 - Manage GST filings, ensuring timely and accurate submission of returns.
 - Ensure the proper application and documentation of GST, input credits, and exemption claims.
 - Handle TDS (Tax Deducted at Source) calculations, filings, and reconciliation.
 - Coordinate the preparation of income tax returns and ensure all taxes (including GST and TDS) are paid on time.
 - Supervise the filing of monthly, quarterly, and annual returns related to taxes, including GST and TDS.

- **Market Equities & Derivatives:**
 - Manage investments in market equities, derivatives, and other financial instruments.
 - Ensure proper accounting and reporting of market transactions in the financial statements.
 - Monitor the performance of market-related investments and provide recommendations on portfolio adjustments.
 - **Financial Reporting & Analysis:**
 - Prepare monthly, quarterly, and annual financial reports for senior management, highlighting key financial metrics.
 - Conduct variance analysis, budgeting, and forecasting to support strategic business decisions.
 - Assist in the preparation and review of annual budgets and financial projections.
 - **Internal Controls & Compliance:**
 - Implement and maintain robust internal controls to ensure the accuracy and integrity of financial reporting.
 - Review accounting practices and recommend improvements to optimize processes and compliance.
 - **Team Leadership & Mentorship:**
 - Supervise and guide junior accounting staff, providing training and development opportunities.
 - Ensure the efficient and effective functioning of the finance team, including task allocation and performance reviews.
 - **Audit & Financial Investigations:**
 - Coordinate internal and external audits, ensuring smooth and timely completion.
 - Support any financial investigations or forensic audits as required.
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Key Skills & Qualifications:

- **Education:** Bachelor's or Master's degree in Accounting, Finance, or related field. Professional certifications such as CA, CMA, or ACCA will be an advantage.
- **Experience:** 7–10 years of experience in accounting and finance roles, with a strong background in tax compliance (GST, TDS), and financial reporting.

- **Skills:**

- In-depth knowledge of GST filing, TDS, and tax returns.
 - Strong understanding of market equities, derivatives, and investment accounting.
 - Proficiency in financial software and accounting systems (e.g., Tally, SAP, Oracle, etc.).
 - Solid understanding of accounting principles.
 - Strong analytical and problem-solving skills.
 - Advanced proficiency in Microsoft Excel (Pivot Tables, VLOOKUP).
 - Attention to detail and the ability to manage multiple tasks effectively.
 - Excellent verbal and written communication skills.
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Preferred Experience:

- Experience in handling complex accounting for equity markets and derivatives.
 - Familiarity with international financial regulations and compliance standards.
 - Strong background in financial forecasting and budgeting.
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Work Environment:

- Fast-paced and collaborative team environment.
- Opportunity for professional development and career growth.

If you are a detail-oriented, proactive, and experienced Senior Accountant with a strong finance background, we encourage you to apply for this exciting opportunity to contribute to our finance team and drive financial excellence within the organization.