



EXECUTIVE TRAINEE (FINANCE) –CA/CMA

Age Criteria	Not more than 26 years as on 01-01-2023
Qualification	CA from Vadodara Branch of WIRC of ICAI
	CMA from ICAI-Baroda Chapter
Experience	Fresher
Purpose	To ensure timely disbursements of payroll, Sales Accounting, to ensure consistent financial management of all proposals and contracts in close collaboration with various departments of the Company.
Key Performance Areas	<p>Collections Management:</p> <ul style="list-style-type: none"> • Conduct operational monitoring of fund transfer system to ensure accuracy of process/procedure • Oversee collection process to ensure timely and accurate submission of collection documents to bankers and monitoring for realization • Submit projected cash flow to relevant stakeholders <p>Calculation and Disbursement</p> <ul style="list-style-type: none"> • Calculate income tax for employees and interest on loans disbursed accurately • Sanction and disburse various loans and medical re-imbursments to employees in a timely manner • Disburse medical re-imbursment to retired employees in a timely manner <p>Sales Accounting:</p> <ul style="list-style-type: none"> • Oversee documentation process to ensure sales reporting on monthly basis to all relevant stakeholders • Issue timely debit/credit notes to relevant stakeholders • Carry out ledger reconciliations with customers • Submit subsidy claims in a timely manner; Ensure receipt of subsidy and accounting thereof. <p>Innovation and Improvement through SAP</p> <ul style="list-style-type: none"> • Monitor timelines to ensure SAP/ corporate initiatives implementation in own area • Develop awareness of SAP modules relevant to accounting of other sections of the department

	<p>Availability of short-term funds as per requirements on quarterly basis:</p> <ul style="list-style-type: none"> • Prepare Daily cash flow statements and monitor on regular basis <p>Submission of Credit Appraisal Data to banks & financial agencies:</p> <ul style="list-style-type: none"> • Submit stock statements, QIS etc. to banks and financial agencies <p>Payments processing and bank reconciliations:</p> <ul style="list-style-type: none"> • Transfer funds through cheque payments, RTGS, NEFT etc • Reconcile bank transactions <p>Non-fund based credit facilities documentation:</p> <ul style="list-style-type: none"> • Issue bank guarantees & letters of credit • Reconcile non-fund based credit facilities utilization level with banks <p>Miscellaneous:</p> <ul style="list-style-type: none"> • Foreign Currency Transactions • Budget preparation, Monitoring Actual Expenditure against Budget & Financial Concurrence: • Payments & Accounting of bills received for raw materials, services and capital goods
Skills	<ul style="list-style-type: none"> • Must possess strong financial acumen; • Proficiency in utilizing and interpreting financial models and analysis; • Ability to negotiate, establish, and administer contracts; • Strong analytical and critical thinking abilities; • Excellent written and oral communication; • Cost consciousness; • Good teamwork skills; • Knowledge of applicable laws and regulations; • Knowledge of relevant SAP modules.
Job Location	Current location is Vadodara Unit, however recruit may be placed at any other department/unit of the company.
Work Conditions	Standard – Office set-up.
Remuneration	As per norms of the Company.

Note:

- 1. The key Performance Areas (KPA's) listed above are an illustrative list and not an exhaustive list. Additional KPA's may be added from time to time depending on organisational requirements.*
- 2. Terms and Conditions of appointment may vary in any manner with any other employees of the Company as per discretion of the Company.*