

Job Description

Position Title: Senior Executive

Location: Hoshiarpur & Abohar

Job Summary:

The Senior Executive is responsible for managing the financial, GST compliance, and administrative operations at the plant. This role includes overseeing billing processes, maintaining accurate financial and GST records, handling administrative tasks, and ensuring compliance with company policies and regulatory requirements.

Key Responsibilities:

Billing and Invoicing:

- Oversee the preparation and issuance of invoices to customers.
- Ensure timely and accurate billing for products and services.
- Monitor accounts receivable and follow up on overdue payments.

Accounting and Financial Management:

- Maintain and update financial records, including ledgers, journals, and reconciliation of accounts.
- Prepare financial reports, statements, and analyses as required.
- Assist in budget preparation and financial forecasting.

GST Compliance:

- Ensure timely and accurate filing of GST returns and compliance with GST regulations.
- Maintain records of GST transactions and reconcile GST accounts.
- Stay updated on changes in GST laws and implement necessary adjustments in accounting practices.

Administrative Support:

- Handle day-to-day administrative tasks at the plant, including office management and supply procurement.
- Coordinate with various departments to ensure smooth operational workflow.
- Manage plant documentation, including contracts, permits, and compliance records.

Compliance and Auditing:

- Ensure compliance with financial policies, procedures, and regulatory requirements.
- Assist in internal and external audits, providing necessary documentation and support.
- Implement and maintain internal controls to safeguard company assets.

Payroll and Employee Management:

- Oversee payroll processing and ensure timely payment of salaries and wages.
- Maintain employee records and handle HR-related administrative tasks.
- Assist in recruitment and on boarding of new employees.

Reporting and Analysis:

- Prepare and present regular financial and administrative reports to management.
- Conduct financial analysis to identify trends, variances, and areas for improvement.
- Provide insights and recommendations to optimize financial performance and operational efficiency.

Vendor and Supplier Management:

- Manage relationships with vendors and suppliers, ensuring timely payment and contract compliance.
- Negotiate terms and conditions with vendors to achieve cost savings.

Qualifications & Experience:

3 years Diploma / 3 years Diploma in computer (Fully conversant of MS Office and good typing speed)/B.Com/BBA/M.Com./MBA (Non-Regular) from recognized university with minimum 3 years of active & valid experience in bills & GST.

Other Requirements:

- Strong knowledge of accounting principles and financial reporting.
- Proficiency in accounting software SAP, and MS Office Suite (Excel, Word, PowerPoint).
- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- In-depth knowledge of GST laws and compliance requirements.
- Ability to work independently and as part of a team.
- High level of integrity and attention to detail.

Key Competencies:

- Financial Acumen: Strong understanding of financial principles and the ability to manage complex financial tasks.
- Attention to Detail: Meticulous in maintaining accurate financial records and administrative documentation.
- GST Expertise: Comprehensive knowledge of GST regulations and compliance requirements.
- Problem-Solving: Proactive in identifying issues and implementing effective solutions.
- Organizational Skills: Ability to manage multiple tasks and prioritize effectively.
- Communication: Clear and effective in both written and verbal communication.

Benefits:

- Competitive salary package
- Health insurance and other benefits as per company policy.
- Collaborative and dynamic work environment.