TATA TRUSTS

Role Details		
1.	Role	Executive, Accounts
2.	Grade	Equivalent to Grade 6
3.	Function	Accounts
4.	Location	Mumbai
5.	Nature of Employment	FTE-3 years
6.	Reporting to	Accounts Lead

Role Overview:

The **Executive, Accounts** will be responsible for supporting the organization's accounting and financial management functions by ensuring accurate financial record-keeping, timely reporting and compliance with statutory requirements. The role encompasses accounts payable management, general ledger maintenance, bank and financial statement reconciliations, preparation of MIS and statutory reports and support for month-end and year-end closing activities. The incumbent also assists in budget preparation, financial forecasting and variance analysis, providing meaningful insights to support business planning and decision-making.

Key Responsibilities:	
1.	**Accounts Payable and Payment Management:** Manage accounts payable activities, vendor account maintenance, payment processing, and ensuring timely settlement of dues in compliance with company policies.
2.	**General Ledger Accounting and Data Entry:** Record, review, and maintain accurate general ledger entries, ensuring proper classification of financial transactions and adherence to accounting standards.
3.	**Statutory Reporting and Compliance:** Prepare and submit statutory reports while ensuring compliance with applicable Statutes and financial reporting requirements.
4.	**Management Information System (MIS) Reporting:** Prepare / generate and analyze MIS reports to provide management with timely financial insights, performance metrics and decision-support information.
5.	**Bank and Financial Statement Reconciliation:** Perform periodic reconciliation of bank accounts and financial records, identify discrepancies and ensure accuracy and completeness of financial data.
6.	**Finalization of Accounts:** Support the monthly, quarterly and annual financial closing process, including preparation of financial statements, variance analysis and detailed explanatory notes for management review.
7.	**Budgeting and Forecasting:** Assist in the preparation of budgets and financial forecasts, monitor actual performance against projections, and provide variance analysis along with actionable explanations and recommendations.
8.	**KYC for Banks:** SPOC for banking related requirements across Trusts. Updating KYC for Bank Accounts (through which payments are processed) across Trusts to ensure timely banking operations. Preparing and submitting the necessary documentation in case of any changes to the authorised signatories and ensuring that bank records are updated.

Stakeholders	
Relationship (within organization)	Thematic and Functional teams
Relationship (outside organization)	Auditors, Bankers and Vendors

Skills & Competencies:
• Strong attention to detail with a commitment to accuracy and quality in deliverables.
• Strong prioritization and time management skills, with the ability to effectively manage multiple tasks and deadlines in a dynamic environment.
• High level of technological proficiency, preferably with hands-on experience in **Oracle ERP** and related business systems.
• Excellent problem-solving capabilities supported by strong analytical thinking and a meticulous approach to data and processes.
• Collaborative team player with the ability to build positive relationships and work effectively across cross-functional teams.
• Effective communication and presentation skills**,** with the ability to articulate ideas clearly to diverse stakeholders.
• Continuous learning mindset, demonstrating curiosity, adaptability, and a commitment to professional growth and process improvement.
Essential Qualification & Experience:
• Bachelor's degree in Commerce (B.Com).
• Strong foundational knowledge of accounting principles and practices.
• Minimum 5 years of relevant work experience.
• Knowledge of advanced MS Excel and MS Word.
• Knowledge of using an accounting system (preferably Oracle ERP).