

## JOB DESCRIPTION

### FINANCE OFFICER

**Job Title:** Finance Officer

**Location:** Delhi

**Salary:** INR 25,000 per Month (INR 3 Lakh per Annum)

**Employment Type:** Full-Time, In Office

#### Job Summary:

The Finance Officer is responsible for handling a variety of finance and accounting tasks, including billing, invoice management, expense tracking, and compliance coordination. The role requires strong attention to detail, organizational skills, and proficiency in Accounting and ERP softwares.

#### Key Responsibilities:

- **Project Based Sales Invoicing:** Track Project Sales & Milestones, Generate proforma and tax invoices, follow up for payments, manage payment entries, and ensure accurate communication with clients.
- **Purchase Bill Management:** Verify and book purchase bills, manage vendor communications, and follow up for approvals and payments.
- **Expense Management:** Process expense vouchers, handle travel and vehicle running expenses, and manage reimbursements for company employees.
- **Financial Reporting:** Analysing Key Data using Statistical Methods and Tools related to Sales and Expense Trends, Presentations to Management on Projections and Profit Optimisation Techniques.
- **Compliances:** Tracking, Verification, Monitoring, and Discrepancy Resolution of Company Compliances in coordination with Outsourced CA Firm.

#### Qualifications:

- MBA (Finance)
- Proficiency in accounting software (ERP, Zoho Books)
- Strong understanding of billing, invoicing, and compliance processes
- Excellent communication and organizational skills

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#### **Skills:**

- Detail-oriented with strong analytical skills
- Ability to manage multiple tasks and meet deadlines
- Proficiency in Microsoft Office Suite
- Ability to work collaboratively in a team environment

#### **Work Environment:**

- Office-based with occasional external coordination with vendors and accounting firms
- Interaction with cross-functional teams for various administrative tasks

#### **Career Progression:**

Opportunities for growth within the organization based on performance and contribution to project success.

#### **How to Apply:**

Fill Pre-Interview Google Form at <https://forms.gle/omat349nFChkJ3v57>