

JOB DESCRIPTION
I. JOB DETAILS

Job Title	Executive / Sr. Executive – Finance & Accounts		
Function	Finance & Accounts	Location	Noida
Direct Reporting to:	Manager Finance & Accounts	Matrix Reporting to:	
Staff Supervised	Direct Reports: Na	Matrix Reports:	NA
Job Titles of Direct Reports	NA		

Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & Advisory Services. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.

It has been growing top line consistently over the last many years. It stands proudly at INR 170 Crore of Revenue for the year 2020-21. Recording growths close to 50% YoY over the last couple of years. It's poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2021-22 as well as strong fundamentals on staffing & Skilling side.

II. JOB PURPOSE

The role holder will be responsible to manage End to End high value and critical Project Finance & accounting for various on-going & upcoming Projects. The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for talent acquisition. He will also be responsible to train and manage the work of trainees.

III. KEY RESPONSIBILITIES

- Accounting of Staffing Revenue and Expenses in Tally along with complete excel backup for all the customers
- Collection Follow-up with BHR of all customers and accounting the same in books of accounts
- Ensure TDS deductions are as per LTDS certificate and raise timely escalation wherever TDS is deducted at higher rate
- Circulation of Daily Debtors aging report with closure action plan for debtors > 30days.
- Finalization of Unbilled Debtor/Provisional Revenue for the accurate monthly MIS and Accounting books closing of the organization.
- Accounting of Staffing expenses and get their payment processed
- Responsible for finalization of monthly GST, EPF, ESIC and Professional Tax Liability related to Staffing Revenue and ensuring timely payment and reconciliation.
- Produce, Review and Present monthly analysis of Staffing Revenue vs Staffing Payable with the controlling at Payable part and reporting to the management.
- Preparation of daily Inflow and Outflow Fund Flow for the Staffing Revenue for the utilization of Fund at their maximum level.
- Tracking and monitoring of Staffing Revenue Invoicing with BHR to analysis/ensure the timely payment from the client.
- Validation of Invoice/CN/DN request received from the respective Business HR.
- Variance Analysis for the movement of month on month Staffing Revenue at Client/Region Level.
- Setting up and monitoring of basic finance processes and aligned the Team.
- Train, guide and coach the trainees enabling them to learn the role and also manage their periodic assessment.
- Responsible for preparation of Internal, Tax, Statutory audits and their schedules on monthly basis
- Management MIS and Reporting
- Automation of the processes

IV. KEY PERFORMANCE INDICATORS	
Measurable Deliverables	<ul style="list-style-type: none"> ✓ % reduction in operational cost ✓ % adherence to SOP in regard to Project guideline ✓ Amount of savings (Cost Reduction) in Project Operations ✓ Number of best practices executed & institutionalized, in time. ✓ Number of trainees successfully confirmed after training. ✓ Stakeholders Satisfaction – S-Sat score ✓ Automation Projects
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE	
Minimum Qualifications	ICWA / MBA in Finance.
Specific experience	Executive role in a fast-paced company for about 2 years handling developmental projects Service Sector
Overall experience	2 to 4 years, primarily in Skilling / BPO / FMCG / Staffing companies.
Target Companies	
VI. KEY INTERACTIONS	
Key Internal Contacts	Nature or purpose of interaction
• Business / Function Heads	Understand Project requirements & calibrate in the dynamic eco system.
• Corporate IT Software Team	Automation / Digital initiatives
• Marketing	Employer Branding / relationship building with clients
• Accounts	Costs & MIS / as mentioned above
• Trainees in the team	Guide, coach and train on work and performance parameters
Key External Contacts	Nature or purpose of interaction
• Clients	Connect & engage for calibration of the requirements

To know more about **Vision India Services**, visit us at www.vispl.co.in