

Profile: Finance Assistant

Location: Gurgaon Office Work Mode: Full-time, On-site (All Days Working)

Position Overview

The Finance Assistant will support daily operational finance activities, ensuring smooth processing of purchase requests, invoices, payments, and store consumable orders. The role requires strong attention to detail, timely execution, and clear communication with internal teams and external vendors. Proficiency in English is essential for coordination and documentation.

Key Responsibilities**1. Purchase Request (PR) Management**

- Raise PR requests for all spend requirements submitted by business teams.
- Ensure PRs are accurately created with correct cost codes, vendor details, and supporting documents.
- Coordinate with business teams to resolve any missing or incorrect information.

2. Invoice Processing & Tracking

- Monitor the central finance mailbox and ensure all incoming invoices are actioned on the same day.
- Create PO requests wherever required and submit invoices into the payment tracker promptly.
- Maintain daily accuracy and completeness of invoice entries to avoid delays.
- Ensure invoices are submitted for all provisions to avoid any backlog and timely vendor settlement.

3. Payment Follow-ups

- Coordinate with the treasury team to obtain payment status updates.
- Track pending payments and escalate delays when necessary.
- Ensure timely closure of all payment cycles.
- Share payment reference numbers with business teams and vendors once payments are completed.

4. Error Correction & Compliance

- Review submissions for errors (incorrect PR, PO, invoice details, missing documents).
- Correct mistakes proactively to ensure payments are processed without delays.
- Maintain compliance with internal finance policies and documentation standards.

6. Store Consumables Ordering

- Place monthly orders for store consumables through marketplaces (Amazon, Flipkart, etc.).
- Track delivery status and ensure timely supply to stores.
- Maintain a monthly consumables tracker for budgeting and reconciliation.

Required Skills & Qualifications

- Bachelor's degree in Commerce, Finance, Business Administration, or related field.
- 1–3 years of experience in finance operations, accounts payable, or procurement (preferred).
- Strong command of English (written and verbal).
- Proficiency in MS Excel, Google Sheets, and basic ERP/PR-PO systems.
- High attention to detail and ability to work with tight timelines.
- Strong coordination skills and ability to follow up across teams.
- Ability to work from office all days (Gurgaon).

Key Attributes

- Organized and disciplined in daily task management.
- Proactive problem-solver with a sense of ownership.
- Comfortable working in a fast-paced environment.
- Reliable, punctual, and committed to operational accuracy.

Please share your resume at: contact@pmspl.net.in