JOB DESCRIPTION

Accounts Officer

Location: New Delhi **Job Type:** Full-Time

Position Overview

The Accounts Officer will be responsible for managing day-to-day financial record-keeping and reporting, along with the preparation and timely submission of statutory dues and returns under applicable laws.

Qualifications & Experience

- Graduate with a minimum of 2–4 years of relevant experience.
- CA Intermediate / CA Final.

Key Responsibility Areas (KRAs)

- Scrutinise bills and invoices related to local purchases, events, programmes and reimbursements.
- Prepare payment vouchers and obtain the required approvals.
- Prepare cheques and coordinate signatures from authorised signatories.
- Check and verify staff salary and honorarium sheets.
- Ensure timely preparation of salary sheets in coordination with the HR department.
- Ensure timely deduction and deposit of TDS and PF, and manage ESI compliance and related returns.
- Ensure bills, vouchers and statements received from staff and vendors are reviewed and processed on time.
- Assist in the preparation of balance sheets and support internal and external audits.
- Monitor advances and ensure timely adjustment or recovery.
- Perform any other duties and responsibilities assigned by the supervisor.

Key Performance Indicators (KPIs)

- Timely completion of KRAs and submission of monthly and quarterly deliverables.
- Adherence to timelines for monthly reports and maintenance of high-quality work standards.
- Accuracy in budget monitoring and reporting, including identification of approved and unapproved expenditure variances.
- Accuracy and quality of financial reports, records and supporting documentation.
- Timely review, validation and processing of invoices and bills.

TO APPLY

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