

JOB DESCRIPTION

Job Title	Accounts Officer
Position Type	Full time
Reporting to	Management

About the Role

We are seeking a diligent and detail-oriented Accountant to join our finance team. The successful candidate will be responsible for maintaining financial records, preparing reports, and ensuring accuracy and compliance with financial regulations.

Job Description

ROLES & RESPONSIBILITIES:

1. Financial Record Keeping and Financial Reporting:

- Maintain accurate and complete financial records, including ledgers, journals and reconciliations.
- Prepare and present monthly, quarterly and annual financial statements and reports.
- Conduct variance analysis and provide insights into financial performance to management.

2. Accounts Payable and Receivable:

- Manage accounts payable and accounts receivable functions, including processing invoices, payments, and collections.
- Reconcile vendor statements and resolve discrepancies promptly.

3. General Ledger and Month-End Close:

- Maintain general ledger accounts and ensure accuracy of financial data.
- Perform month-end and year-end closing activities, including journal entries and reconciliations.

4. Tax Compliance and Reporting:

- Ensure compliance with tax regulations and prepare direct and indirect tax returns (GST, TDS, income tax, etc.).
- Stay updated on changes in tax laws and regulations affecting the renewable energy sector.

5. Financial Controls and Compliance:

- Implement and maintain internal controls to safeguard company assets and ensure financial integrity.
- Support audit activities and assist in the preparation of audit schedules and responses.
- Ensure adherence to accounting standards (Indian GAAP/ Ind AS/IFRS) and regulatory requirements.

6. Financial Systems and Process:

- Utilize accounting software (e.g., Tally, SAP, etc.) proficiently to streamline financial processes and reporting.
- Identify opportunities for process improvements and efficiencies in financial operations.
- Participate in cross-functional projects and initiatives to support business growth and operational excellence.

QUALIFICATION & EDUCATION REQUIREMENTS & EXPERIENCE:

- Bachelor's degree in accounting, Finance, or related field.
- Minimum 3-5 years of experience in accounting and finance roles, preferably within the renewable energy or energy sector.

SKILLS REQUIRED:

- Strong knowledge of accounting principles, practices, and standards.
- Proficiency in accounting software and ERP systems. Experience with Tally ERP and SAP is advantageous.
- Excellent analytical skills with the ability to interpret financial data and prepare insightful reports.
- Attention to detail and accuracy in financial record-keeping and reporting.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Must have excellent computer skills i.e. Microsoft Office, MS Project, AutoCAD, computerized maintenance management systems;

Application Process

Please share your interest in the job posting with a resume and a cover letter addressed to info@solencoinfra.com with subject line – Resume – Accounts Officer – Solenco Infra Private Limited