



POSITION DESCRIPTION

Accountant

Global Programs – Kovalam, India

INTRODUCTION

We are seeking a detail-oriented and experienced Accountant to join our team. The ideal candidate will be responsible for managing financial records, preparing financial reports, and ensuring compliance with relevant laws and regulations. The Accountant will play a crucial role in maintaining accurate financial information, supporting financial decision-making, and contributing to the overall financial health of the organization.

RESPONSIBILITIES

1. Financial Record Management:

- Maintain and update financial records, including ledgers, accounts payable, accounts receivable, and other financial documents.
- Ensure accuracy and completeness of financial data.

2. Financial Reporting:

- Prepare timely and accurate financial statements, reports, and reconciliations.
- Analyse financial data and provide insights to support strategic decision-making.

3. Compliance:

- Ensure compliance with accounting principles, laws, and regulations.
- Stay informed about changes in financial regulations and implement necessary adjustments.

4. Budgeting and Forecasting:

- Assist in the preparation and monitoring of budgets.
- Contribute to financial forecasting and planning processes.

5. Audit Support:

- Facilitate internal and external audits by providing necessary information and documentation.
- Address audit findings and implement recommendations.

6. Financial Analysis:

- Conduct financial analysis to identify trends, variances, and opportunities for improvement.
- Collaborate with other departments to gather relevant financial information.

7. Vendor Management:

- Oversee accounts payable and accounts receivable functions.
- Maintain relationships with vendors and clients.

8. Process Improvement:

- Identify opportunities for process improvement and efficiency in financial operations.
- Implement best practices in financial management.

POSITION REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional certification (e.g., CPA, ACCA) is highly desirable.
- Minimum 3 years experience as an Accountant, preferably in a similar industry.
- Strong knowledge of accounting principles and financial regulations.
- Proficient in accounting software and Microsoft Office Suite (particularly MS Excel)..
- Excellent attention to detail and organisational skills.
- Effective communication and interpersonal abilities.

- Ability to work independently, as well as collaboratively as a part of the PCFML India team.

ROLE AND REMUNERATION DETAILS

Location: Kovalam, Trivandrum District, Kerala India.

Length of the role: 12 months (with the possibility to extend if successful in the role).

Remuneration: A competitive salary package is available for the right candidate (experience dependent).

APPLICATION DETAILS

Interested candidates should submit their resume and a cover letter detailing their relevant experience to indiateam@pcfml.in. Please include "**Application: Accountant Position**" in the subject line.

*** APPLICATIONS ARE OPEN UNTIL 31ST MARCH ***