



ACCOUNTS EXECUTIVE

Location: Mumbai

Company Profile: French wine and spirits company.

The Accounts Executive will support the Finance Manager and will be responsible for monitoring A&P spent against budget and ensuring that A&P & FTT spends is in compliance with SOP.

Responsibility:

- Monitor A&P actual spent against budget by brand and activity.
- Maintain complete MIS of A&P spent.
- Ensure timely A&P expense book keeping & payment to vendors.
- Maintain FTT tracking, with brand wise MIS.
- Ensure A&P & FTT spend is in compliance with SOP.
- Maintain a customer wise (A&P/FTT/Dist.) debit note summary.
- Timely processing of debit notes received from the distributors.
- Vendor creation and documentation.
- Maintain organized set of detailed records and files to document financial transactions and all journal entries.
- Process monthly TDS payments & quarterly TDS returns.
- Management reports – on A&P, FTT.
- Liaison with Statutory, Tax and Internal auditors for A&P and FTT function.
- Monitor and analyze work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Recommend and implement techniques to improve organization's productivity, increase efficiencies, cut costs.

Working Relationships:

- Internal - Finance Director, Finance Manager, Marketing and Sales Team.
- External - Marketing (A&P) vendors, Auditors

Required Profile:

- Excellent skills with Microsoft Excel.
- Must demonstrate solid functional knowledge.
- Hands-on, meticulous and analytical.

Mumbai office:
4th Floor, A-Wing, One Forbes
Building, No-1, Dr. VB Gandhi
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- A high level of commercial awareness.
 - Solid organizational skills including attention to detail and multi-tasking.
 - Ability to work under pressure and tight deadlines.
 - Independent, self-starter and able to thrive in as fast pace and dynamic environment.
- **Education:**
- Bachelor's Degree in Commerce, with specialization in Finance / Accounting.
 - Strong knowledge and working proficiency in SAP.
 - High proficiency and knowledge of accounting principles.
- **Experience:** 4-6 years of relevant experience.
- **Language:**
- Good oral and written communication skills in English.
 - Knowledge of French is a plus.

Please send your CV to employment.service@ifcci.org.in

About Indo-French Chamber of Commerce & Industry (IFCCI)

Established in 1977, the Indo-French Chamber of Commerce and Industry (IFCCI) belongs to a worldwide network of 120 French Chambers (CCIFI) in 90 countries with over 33,000 companies. IFCCI is one of the most active bilateral chambers in India that promotes mutually beneficial trade relations between India & France and caters for its members' needs and interests. For more information, please visit

<https://www.ifcci.org.in/>

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<https://www.ifcci.org.in/recruitment.html>

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