

Position: Accounts Assistant**Key Responsibilities:**

- Preparation of Budgets, Variance analysis, Cost Sheet, various MIS Reports.
- Perform sales invoicing to clients with information from operations department.
- Interact with internal and external clients relating to accounts and finance matters of out-standings, credit/debit notes, deductions, etc
- Handle account payables and receivables.
- Accounts to be maintained in books of tally 9/SAP
- Responsible for preparation of cash, bank, journal, purchase, contra and sales.
- Reporting to head office for submission of monthly/ fortnightly accounts and documents.
- Thorough with statutory compliance like timely payments of deducted and collected taxes viz Service Tax, Provident Fund, Income Tax and Labour Departments.
- Returns for e-TDS, Service Tax, Provident fund, profession tax to be filed Preparation of Payroll and Portage bills for Office, Indian Vessels and FG vessels

Requirements:

- Min Diploma in Accountancy
- Min 2 years relevant experience in a similar role preferably in Offshore Marine/Construction/Oil & Gas Industry
- Pleasant personality with good written and verbal communication and interpersonal skills
- Proactive, take initiative and well organized
- Able to work fast under pressure
- Meticulous, with an attention to detail
- Ability to work independently as well as in a team.
- Proficient in MS Office applications (Excel, Words and Powerpoint) is a must and experience in using Tally 9/SAP software is highly preferred
- Work Location: Mumbai (India)