

Company	A leading Company Dealing in Education Sector
Designation	Finance Executive
Position Vacant	1
Job Description / Responsibilities	<p>To support Regional Hub in ensuring that appropriate financial processes are monitored and risks are highlighted to ensure the integrity of financial and accounting systems locally and regionally.</p> <p>Duty</p> <ul style="list-style-type: none"> • Invoice Receipting: MIRO (F16) For own office: record invoices and match to Purchase order (PO's) resolve issues on unmatched invoices directly with user or vendor • Report on unmatched invoices • Back-up • Invoice Verification for other users <p>Performance Management</p> <ul style="list-style-type: none"> • Agree a job plan with the Line Manager • Highlight the areas of personal development
Desired profile of the candidate	<p>Graduation, preferably in Commerce with minimum of 2 years relevant experience</p> <p>Financial Accounting skills (Level 1): Basic understanding of double entry book-keeping including trial balance. Able to prepare a journal and to reconcile a standing balance</p> <p>IT Skills: SAP (Level 1) Able to navigate through the FABS menu, general knowledge of structure and some transaction screens. Able to run basic queries</p>
Educational Qualification	Graduate(B.com) PG/MBA(finance)
Desired work experience	Atleast 2years
Age Limit & Gender	Any

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