

18th August 2022

The Deputy Secretary
Sothern India Regional Council of the
The Institute of Chartered Accountants of India
CHENNAI – 600 034



Kind Attention: Mr. N Ravi

Sub: Vacancy of a Finance position in our Organisation

Respected Sir,

We are one of the fast-growing Information Technology services companies operating from Bangalore with presence in Far East and Middle East. For our Bangalore office, we are looking for a Finance Executive as per the requirements specified below:

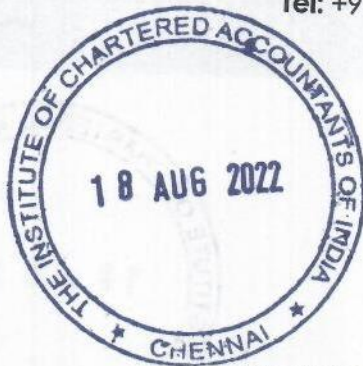
POSITION	FINANCE EXECUTIVE
Qualifications	Graduate with CA Intermediate
Experience	5 to 7 Years
Job Description	Attached
Joining Time	One Month

Remuneration will be in accordance with the qualification and work experience. Interested candidates may forward their resume to fmresume@terrabit-consulting.com. Shortlisted candidates will be called for interview.

We request you to kindly make our requirement available in your official website to help us identify a suitable candidate.



Thanking you
Yours sincerely
For Terrabit Consulting Private Limited
Rajanesh Rayaroth
Senior HR Executive



18th August 2022

VACANCY POSITION

Candidate Profile – B Com / CA (Inter) with 5 to 7 years of experience in IT/ITES industry

Position / Location - **Finance Executive at Bangalore**

Job Description:

Overall responsible for the Finance and Control functions with experience in SAP

Accounts Receivable

- Preparation of Invoice based on Client approved Time Sheet / client records.
- Interaction with Clients on Invoicing and queries / dispute resolution
- Cash application based on inward remittance from clients
- Ageing report analysis to highlight and follow up the outstanding dues

Accounts Payable

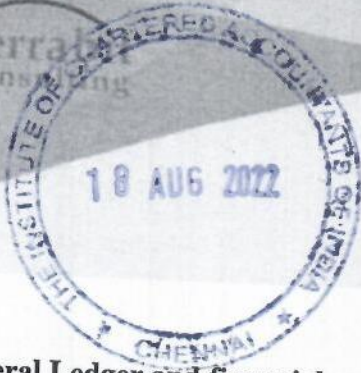
- Timely accounting and payment of vendor and apply all required Statutory deductions
- Respond to vendor queries with adequate supporting documents and PO management
- Maintain payment tracker for monthly / quarterly / Half yearly/ annual payments.

Statutory Compliance

- Filing of various returns and forms with the Registrar of Companies, MCA, Labour Departments, Direct and Indirect Taxes
- Filing of various returns and maintenance of records as required by Statutes
- Prepare response to any notices served by any Government / Statutory authorities

Direct and Indirect Taxes, Labour and other Statutory compliances

- Ascertainment of TDS liabilities on all applicable payments and accruals
- Remittance of labour dues, GST, TDS and Advance Tax within the due date
- Preparation and filing of Form 3CA, 3CD and ITR, resolution of outstanding demand in TRACES, GST and others.



Terrabit Consulting Pvt. Ltd.

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General Ledger and financial controls

- Monthly closing of financials with accruals, review of GL and Financial Reporting
- Reconciliation of AR, AP and GL balances
- Preparation of MIS, variance analysis preparation of Schedules and Notes on Accounts
- Bank Reconciliation Statement
- Creation of Journal Entries, AR, AP and other entries in SAP
- Timely respond to adhoc management queries on various aspects of Finance functions

Interested candidates can reach out to us at fmresume@terrabit-consulting.com