

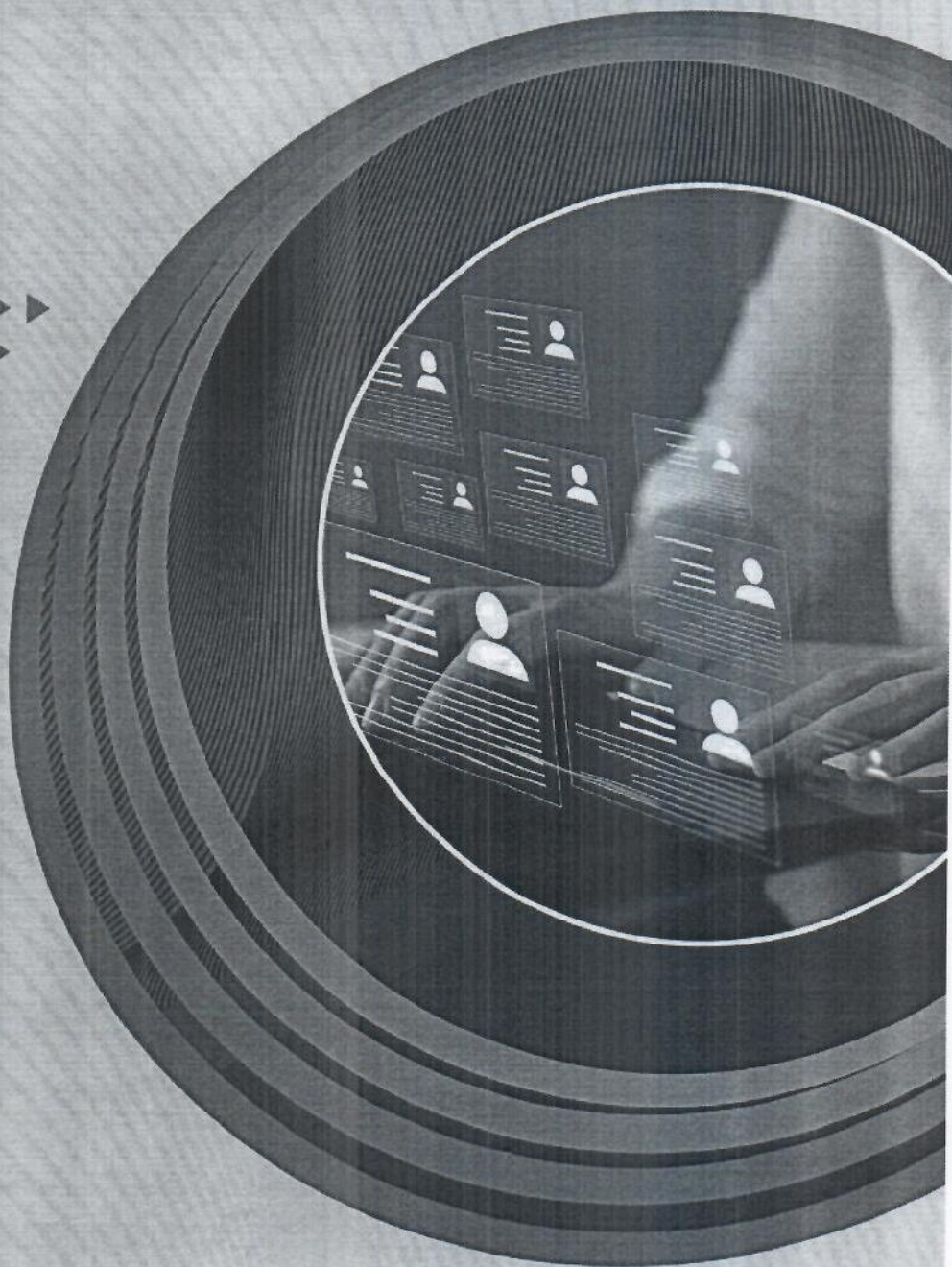


## Industrial Trainee\_Job Description

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19<sup>th</sup> Oct 2023

**WNS**



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## Finance & Accounting

**Role :** Industrial Trainee

**Job Location:** Mumbai

**Business Unit :** EU

**Reports to :** Team Leader

## Summary of the role

- Accounting and book close activities
- Cost Analysis to gather information on variances / trends / outliers.
- MIS that provides insights to organization / leaders for decision making
- Reconciliation of Asset / Liabilities and Statutory Payment Schedules
- Quarterly Audit Requirements and liaising with auditors for control testing and other requirements for smooth closure
- Group Gratuity and Group Superannuation Trust Administration and Accounts finalization.
- Communication with internal teams for data requirements / query resolutions
- Assisting in various automation initiatives
- Payroll activities / Payroll processing

## Other Details

- Stipend – 20,000/ month
- Work Mode: Work from Office
- Shift Timings: Day Shifts
- Duration of Internship: 1year
- Joining: Immediately



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