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S Sanjaykumar

HR Manager Talent Acquisition

KP Manish Global Ingredients Pvt. Ltd.

No.41, Raghunayakulu street, Rattan Bazar,

Park Town, Chennai-600003

sanjay.s@kpmanish.com

9600179492



Subject:

Job Opening: Accounts Team

Respected Sir/Mam,

We are pleased to announce that KP Manish Global Ingredients Pvt. Ltd. is currently seeking qualified candidates for an open position in our Accounts department. As a rapidly growing company specializing in supply and distribution of high-quality ingredients and raw materials for various industries. (The company is known for its extensive range of products, which include food additives, chemicals, and speciality ingredients that cater to sectors such as food and beverages, pharmaceuticals, cosmetics, Flavors, nutrition, Fragrances and more). we are looking for a dedicated professional who can contribute to our financial operations and help us maintain the high standards that our clients and partners have come to expect.

***Position:** Accounts Assistant, Accounts Executive, Audit Executive

***Location:** Chennai, Parry's.

***Job Type:** Full-time.

***Reporting To:** Accounts Manager / Audit Manager

***Budget:** 2-5lpa

K.P. Manish Global Ingredients P. Ltd.

41, Raghunayakulu Street, Chennai 600003, T.N, India

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CIN: U24297TN2007PTC065205

Key Responsibilities:

Accounts Audit Executive:

1. Qualification...B. Com /BBA (with accounts as electives).
2. Age: Preferable we want the candidates aged 27 plus.
3. Experience: in verification of bills of CHA, Liners/ shipping agents, Transporters, Travelling and conveyance, commission, Payables
4. Vouching of cash payments
5. Verification of bills to approve for payments
6. Expected skills (Computer) MS office, expertise in advance Excel workings
7. Dedicated and good attitude to get and work with the Team
8. Time Management skills and good communication skills.

Accounts Executive:

- 1 Accounts Payable & Receivable: Manage and monitor all aspects of accounts payable and receivable, ensuring timely payments and collections.
- 2 Financial Record Keeping: Maintain accurate and up-to-date financial records, including ledgers, journals, and reconciliations.
- 3 Invoicing: Prepare and issue invoices to clients and ensure prompt payment. Track overdue payments and follow up with clients as necessary.
- 4 Bank Reconciliation: Reconcile bank statements with company accounts to ensure all transactions are recorded and discrepancies are identified.
- 5 Expense Management: Review, verify, and process employee expense claims, ensuring adherence to company policies.
- 6 Tax Compliance: Assist in the preparation and submission of tax returns, ensuring compliance with relevant tax laws and regulations.
- 7 Financial Reporting: Prepare monthly, quarterly, and annual financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- 8 Budgeting: Assist in the preparation of budgets and forecasts and monitor actual performance against budgeted figures.

9 Audit Support: Provide support during internal and external audits by preparing necessary documentation and responding to auditor inquiries.

10 Vendor Management: Manage relationships with vendors, including negotiating payment terms and resolving any billing issues.

11 General Accounting: Assist with general accounting tasks such as journal entries, depreciation schedules, and inventory management.

12 Compliance: Ensure compliance with company policies, accounting standards, and legal requirements in all financial transactions.

13 Ad Hoc Tasks: Perform other related duties and responsibilities as assigned by the supervisor or management.

Qualifications:

1 Education: Bachelor's degree in accounting, Finance, or a related field. A master's degree or professional certification (e.g., CPA, CA) is a plus.

2 Experience: 2-9 years of experience in accounting or a related role, preferably in a corporate environment.

3 Technical Skills: Proficiency in accounting software (e.g., Tally, QuickBooks, SAP) and MS Office, particularly Excel.

4 Knowledge: Strong understanding of accounting principles, financial regulations, and tax laws.

5 Analytical Skills: Ability to analyse financial data, identify trends, and provide insights to management.

6 Attention to Detail: High level of accuracy and attention to detail in preparing and reviewing financial documents.

7 Communication Skills: Strong written and verbal communication skills, with the ability to interact effectively with team members, clients, and vendors.

8 Time Management: Excellent organizational skills with the ability to manage multiple tasks and deadlines.

Working Conditions:

1 Environment: Office-based role with occasional requirements for overtime during peak periods such as month-end closings or audits.

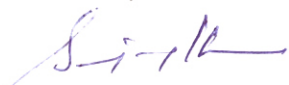
2 Tools: Primarily uses a computer with accounting software, spreadsheets, and financial databases

We believe this role is a great opportunity for a professional who is passionate about finance and eager to contribute to a dynamic team. KP Manish Global Ingredients Pvt. Ltd. offers a collaborative work environment, opportunities for professional growth, and a chance to make a significant impact on our business.

Interested candidates are encouraged to submit their resume and cover letter to sanjay.s@kpmanish.com. We look forward to receiving applications from talented individuals who are ready to join our team.

Thank you for your attention to this exciting opportunity.

Sincerely,



S Sanjaykumar

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