Position: Role in Accounts payable / Finance / Taxation

Department: Accounts / finance / taxation
Location: Trichy (or) Hyderabad.
Training Period: Years of experience: 2 to 8 years of experience

About the Role

We are seeking a motivated and detail-oriented candidate to support the Accounts, finance, Direct and Indirect Taxation functions of the organization. The candidate will gain hands-on exposure in accounting, finance, corporate tax compliance, GST, tax assessments, audits, reconciliations, and tax reporting while working closely with the Accounts / Finance / Taxation team.

Any of the responsibilities mentioned below, based on organizational requirements

Accounting & Bookkeeping

- Recording accounting entries in ERP/accounting systems.
- Preparing and maintaining books of accounts and supporting schedules.
- Assisting in month-end and year-end closing activities.
- Performing ledger scrutiny and account reconciliations.

Accounts Payable & Receivable

- Processing vendor invoices and employee reimbursements.
- Vendor and customer account reconciliations.

Taxation & Compliance

- Assisting in compliance, reconciliations, and return preparation.
- Supporting TDS calculations, deductions, and return filings.
- Coordinating for responses to tax notices and departmental queries.
- Maintaining compliance documentation and records.

Financial Reporting

- Supporting the preparation of MIS reports, financial statements and Ind AS calculations.

Audit Support

- Preparing schedules and documents for statutory, internal, and tax audits.
- Providing supporting documents and reconciliations required by auditors.
- Assisting in audit observations tracking and closure.

Banking & Treasury

- Bank reconciliations.
- Monitoring daily cash and fund positions.

Documentation & Process Improvement

- Maintaining financial records and document repositories.
- Identifying process improvement and automation opportunities.

About the Company: -

IDFC FIRST Bharat Limited is a **wholly owned subsidiary of IDFC FIRST Bank** and operates as its Business Correspondent (BC).

IDFC FIRST Bharat Limited (IFBL) is dedicated to advancing financial inclusion across India. Serving customers across metro, semi-urban, and rural locations, the Company focuses on extending formal financial services to communities where such access is often limited or unavailable, thereby fostering sustainable economic empowerment.

Operating across 12 states, the Company has dedicated workforce of over 40,000 employees, reinforcing its commitment to responsible lending, customer-centric service, and inclusive growth.

The detailed Job Description (JD) is enclosed for your reference.

Key details of the position are as below:

- **Position:** Role in Accounts payable / Finance / Taxation
- **Organization:** IDFC First Bharat Limited (IFBL)
- **No of Position:** 2
- **Years of experience:** 2 to 8 years of experience
- **Location:** Trichy (or) Hyderabad.
- **Eligibility:** As per the attached JD.
- **Compensation:** As per the best Industry standards, based on the candidate's experience, qualifications, and expertise

Contact Details: -

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For IDFC First Bharat Limited

IDFC FIRST Bharat Ltd.

Authorized Signatory