



## **Enrika Trades and Services Private Limited**

*(JV Gokal Group Company)*

**CIN : U29248MH2008PTC183380**

### **Job Description – Assistant Manager (Accounts & Finance)**

'Enrika Trades & Services Pvt. Ltd.' is a part of 50-year-old "JV Gokal Group of Companies" which has its global presence in Russia, Kazakhstan and CIS, U.A.E., Singapore, Hong Kong, and South African Countries. We are seeking an enthusiastic, passionate Accountant in our Mumbai office. A detail-oriented and dynamic hands-on accountant with experience working in taxation and compliance related work will suit our firm.

#### **What you'll do**

- Leading aspects of Enrika's finance and accounting department which includes, but is not limited to, the company's financial statements, general ledger, portfolio accounting, payroll, accounts payable, reconciliation of balance sheet accounts, budgeting, tax compliance, regulatory reporting and various special analyses or projects
- Working with internal and external stakeholders to ensure accurate transactional data for use in financial reporting
- Ensuring accurate and timely production of all financial information
- Responsible for ensuring compliance with all applicable laws, rules, and regulations
- Responsible for ensuring that the company is following all tax returns and statutory requirements
- Maintaining adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Developing and maintaining excellent relationships with key contacts within the portfolio of accounts
- Following corporate policies and procedures such as invoice processing, cash management, and expense policies.

#### **What you'll need**

- Professional Chartered Accountant
- Proficiency in Microsoft Excel and well versed with Tally ERP
- 5+ years' experience in the accounting and finance sector
- Experience working with IFRS (Ind AS) and iGAAP reporting
- Knowledge of direct, indirect, and other statutory taxes and related reporting requirements in India
- Conscientious about timely coordination for taxation (GST and Income Tax)
- Demonstrated ability to work independently, and work well with people at a wide range of levels
- Exceptional written and verbal communication skills, including ability to articulate recommendations in a concise and timely manner