

TATA TRUSTS

Role Details		
1.	Role	Executive, Accounts & Finance
2.	Grade	Equivalent to Grade 6
3.	Function Sub-function	Finance, IA, SCM, Admin Small Trusts
4.	Location	Mumbai
5.	Nature of Employment	Fixed Term Employment (FTE - 3 years)
6.	Reporting to	Trusts, Operations & Compliance Manager

Role Overview:

The Executive, Accounts & Finance will be responsible for accounting and executing the day-to-day financial operations of the Trusts. This role includes tasks such as passing accounting entries, managing vendor payments, assisting with account finalization, and liaising with auditors. The position is essential for maintaining smooth financial operations, ensuring accurate records, and supporting the Trust's financial reporting and compliance.

Key Responsibilities:

1.	Accounting & Financial Transactions: <ul style="list-style-type: none"> Process and record accounting entries into the Trust's financial system, ensuring accuracy and timely reporting. Monitor and manage accounts payable and accounts receivable, ensuring all transactions are processed according to the Trust's policies. Coordinate and process vendor payments, ensuring payments are made in a timely manner and in line with vendor agreements.
2.	Account Finalization & Reporting <ul style="list-style-type: none"> Assist in preparing and finalizing the Trust's monthly, quarterly, and year-end financial statements. Reconcile bank statements, accounts, and other financial records to ensure all transactions are correctly reflected. Ensure proper accounting for all Trust-related expenses, revenues, and transfers.
3.	Audit Liaison <ul style="list-style-type: none"> Liaise with external auditors during the annual audit process, providing necessary documentation and addressing queries.
4.	General Financial Administration <ul style="list-style-type: none"> Assist with the preparation of budgets and forecasts and monitor expenditure against budget. Process petty cash transactions and maintain accurate records of cash flow. Handle day-to-day financial matters, including tax-related tasks, expense reports, and financial documentation. Provide support in the preparation of financial reports for the Trust's management and trustees.

Stakeholders	
Relationship (within organisation)	Board of Trustees, CEO, CFOs, Department Heads, Internal Audit, HR & Finance Teams
Relationship (outside organisation)+	Grabntees, Vendors & Auditors

Skills & Competencies:

<ul style="list-style-type: none"> Strong attention to detail and accuracy
<ul style="list-style-type: none"> Proficiency in accounting software and MS Excel
<ul style="list-style-type: none"> Good understanding of accounting principles
<ul style="list-style-type: none"> Ability to manage multiple tasks and meet deadlines

Essential Qualification & Experience:

<ul style="list-style-type: none"> Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
<ul style="list-style-type: none"> A minimum of 5 years of relevant experience.