

Job description

Junior Manager - Cost Management & Accounts

Company Description

D2C Ecommerce is India's first multi-D2C brand online platform that offers a variety of homegrown brands across multiple categories like apparel, cosmetics, jewellery, electronics, and more. The company's mission is to provide aspirational products at affordable prices to every Indian household, catering to different age groups, income classes, and regions. Founded in April 2022 by industry veteran Manish Gupta, D2C Ecommerce aims to simplify the shopping experience for consumers through its online portal D2CSALE.COM and other leading e-commerce sites.

Role Description - This is a full-time on-site role for a Cost Management & Accountant at D2C Ecommerce in Noida. The accountant will be responsible for:

- 1. Accounting & Bookkeeping** - Assist in recording day-to-day financial transactions. Maintain purchase, sales, expense, receipt, and payment records. Assist in ledger scrutiny and reconciliation. Verify accounting entries and supporting documents. Maintain proper documentation of financial transactions. Assist in maintaining accounts payable and accounts receivable records. Overseeing all accounting activities, filing GSTs and TDS returns, preparing financial reports.
- 2. Bank & Account Reconciliation** - Assist in preparing regular bank reconciliations. Match bank transactions with accounting records. Identify discrepancies and coordinate for their resolution. Assist in reconciliation of customer and vendor accounts. Maintain reconciliation trackers.
- 3. Invoicing & Receivables** - Assist in preparing & issuing invoices. Track receivables & payment status. Maintain payment trackers. Follow-up on pending invoices & documentation. Prepare ageing reports for management review.
- 4. Payables & Vendor Management** - Record & verify vendor invoices. Maintain vendor payment records. Assist in checking purchase invoices against purchase orders & supporting documents. Track pending vendor payments. Assist in vendor account reconciliation.
- 5. GST & Taxation Support** - Assist the Accounts team with GST-related documentation and data preparation. Organize purchase and sales data required for GST compliance. Assist in reconciliation of GST-related records. Support preparation of TDS-related information and documentation. Maintain tax-compliance trackers and records.
- 6. Financial Reporting & MIS** - Prepare daily, weekly, and monthly finance MIS reports. Assist in preparing: Revenue reports, Expense reports Receivables ageing Payables ageing, Cash-flow summaries, Budget vs. actual reports, Profitability reports. Assist management in analysing financial performance. Highlight unusual transactions, variances, or discrepancies.
- 7. Cost Management** - Track company expenses and supporting documents. Verify expense claims and bills. Maintain expense trackers. Categorize expenses appropriately. Assist in monitoring expenses against approved budgets.
- 8. Cash Flow & Working Capital Support** - Assist in preparing cash-flow statements and projections. Track expected collections and upcoming payments. Monitor working-capital requirements. Assist management in identifying cash-flow gaps. Maintain cash-flow and payment-planning trackers.
- 9. Audit & Compliance Support** - Assist in preparing documents required for statutory, tax, internal, or financial audits. Organize invoices, vouchers, ledgers, bank statements, and supporting documents. Coordinate with the auditor for information requirements. Maintain audit-related trackers and documentation. Maintaining financial records, and ensuring compliance with regulations including Statutory Audit.
- 10. Financial Analysis** - Analyse revenue, expenses, margins, and business performance. Assist in product/project-wise profitability analysis. Compare actual performance against budgets or targets. Identify cost trends and potential areas for cost optimization. Prepare basic financial models and management analysis.

11. Finance Documentation & Record Management - Maintain organized digital and physical financial records. Ensure proper filing of invoices, bills, receipts, agreements, and financial documents. Maintain document naming and version-control practices. Assist in maintaining statutory and financial records.

12. Management Support - Prepare financial presentations and reports for management meetings. Assist the Founder/Management Team with financial data and analysis. Conduct financial research when required. Support special finance projects and assignments. ROC filings, GST filings, TDS filings, Statutory Audit, Tax Audit, GST Audit, P/L Dashboards. Multiple tasks related to preparation of the IPO. Tax Audit, ITR filing, ROC and MCA Compliances, GSTR9, Due-diligence for funding & acquisitions.

13. Finance Analytics - Learn and manage Inventory Management System i.e. OMSGuru., Reconciliation of Marketplace/Ecommerce Data, Analysis of Data to find meaningful financial insights, Courier, Customers & Vendor Reconciliation.

14. Team Management - Training and Hand-holding the new joiners and Interns. Managing and Tracking of Performance of Reportees, Expectation setting and building momentum for achieving results and targets, KPI and KRA setting, tracking and achievement. Collaborate with internal teams to support financial decision-making and drive business growth. Leading junior team members including interns, & creating a team to scale company to next level.

Qualifications

- Financial Reporting, Budgeting, and Forecasting skills
- Extensive knowledge of filings GSTs returns TDS Returns, payables and receivables reconciliation
- Expertise in Financial Analysis and Risk Management
- Proficiency in Accounting Software (e.g., Tally, QuickBooks, ZohoBooks)
- Knowledge of Taxation Laws and Compliance
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Bachelor's degree in accounting, Finance, or related field
- CMA certification is preferable

Risk and Reward

- The role will convert to CFO in 5-8 years depending on the performance of the candidate.
- The role will come with high level of equity/ ESOPs to compensate for the reduced fixed pay.
- Hustlers and are comfortable with unstructured startup environment are most welcome.
- People who are looking for structured environment, fixed weekly tasks need not apply.
- High Ownership will be rewarded with higher ESOPs resulting in significant wealth creation.
- People who consciously understand the Risk and Reward associated with the growing startup should apply.
- Chance to be part of the IPO journey and learn from scratch to end the entire process.

Compensation

Salary - 6 LPA, fixed

ESOPs - INR 24 Lacs vested across 4 Years (*25% Every Year, quarterly vesting with 1 Year Cliff*)