Job Description: Management Trainee – Finance

Key Responsibilities

- Managing assigned finance and accounting activities and progressively taking on higher levels of responsibility.
- Supporting routine accounting and finance processes in accordance with organizational policies and procedures.
- Handling day-to-day finance and accounting operations.
- Supporting accounts payable, accounts receivable, invoicing, and expense-related processes.
- Performing bank, ledger, and account reconciliations.
- Preparing and maintaining finance reports, trackers, and schedules.
- Coordinating with internal teams for collection and organization of financial information.
- Maintaining accurate financial records and supporting documentation.
- Assisting in improving the accuracy, efficiency, and timeliness of finance operations.
- Supporting finance-related projects, process improvements, and other initiatives.
- Assisting with periodic reporting and other finance-related requirements as assigned.

- CTC (per annum) - 8 LPA
- Job Location - Bangalore
- Number of Vacancies (tentative) - 4