

**Job Title:** Executive – Finance (CMA Fresher)

**Function:** FC&A

**Location:** NHQ-Mumbai

## **Role Summary**

Entry-level role supporting financial operations, including accounting, compliance, reporting, and coordination with internal stakeholders. The role offers exposure to core finance processes and business partnering.

## **Roles & Responsibilities**

- Support financial accounting, reporting, and MIS preparation
- Assist in budgeting, forecasting, and variance analysis
- Work on tax compliance (GST, TDS) and basic reconciliations
- Validate invoices, track expenses, and ensure proper documentation
- Assist in preparation of cash flow reports and financial summaries
- Coordinate with cross-functional teams (AP, AR, Tax, Treasury)
- Support audits by preparing schedules and resolving queries
- Work on SAP/ERP systems for data entry and reporting
- Contribute to process improvements and basic automation initiative

## **Qualification**

- CMA (Qualified / Final Group cleared) from the Institute of Cost Accountants of India

## **Experience Requirements**

- 0–1 year (Freshers can apply)
- Internship/articleship experience in finance/accounting preferred

## **Skillset Required**

- Basic understanding of accounting principles and financial statements
- Knowledge of GST, TDS, and compliance fundamentals
- Proficiency in MS Excel
- Exposure to SAP or any ERP system (preferred)
- Strong analytical and communication skills

## **Career Growth Prospects**

- Structured growth into roles such as Financial Analyst / Business Finance
- Exposure to budgeting, FP&A, and business partnering
- Opportunities to work on automation, reporting tools, and cross-functional projects
- First Attempt Passers: ₹12 LPA
- Multiple Attempt Passers: ₹10 LPA