ONWARD GLOBAL SOLUTIONS
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JOB DESCRIPTION

As a Senior Executive, of the Company, your responsibilities will include, but are not limited to:

Reporting To: President – Operations

In your role, you will be accountable for the execution and delivery of financial accounting services for

assigned clients, ensuring accuracy, control, and service excellence. You will work closely with Client Account

Managers, Accounting Managers, and client stakeholders to support operational delivery, maintain service

standards, and contribute to client satisfaction.

Key Responsibilities

1. **Financial Accounting Operations**

You will be responsible for executing end-to-end financial accounting activities, including:

- General Ledger accounting
- Accounts Payable and Accounts Receivable
- AP payment processing, vendor payouts, and disbursement activities
- Month-end and year-end close processes
- Financial reporting, reconciliations, and audit support
- Monitoring SLAs/KPIs and ensuring timely and accurate delivery
- Identifying and resolving operational issues in a timely manner

2. **Client Transition & Onboarding**

You will support client onboarding and transition activities by:

- Participating in process mapping, documentation, and knowledge transfer
- Supporting transition plans and operational readiness activities
- Ensuring smooth handover into steady-state operations
- Building effective working relationships with client stakeholders during transition.

3. **Process Improvement & Transformation**

You will contribute to continuous improvement initiatives by:

- Identifying opportunities to enhance efficiency and streamline processes
- Supporting automation and process improvement initiatives
- Driving standardization and adoption of best practices

4. **Team Collaboration & Operational Support**

You will contribute to team success by:

- Collaborating with team members to achieve service delivery objectives
- Supporting knowledge-sharing and best-practice adoption
- Assisting with onboarding and knowledge transfer activities when required
- Providing operational support during peak periods and critical deadlines

5. **Client & Stakeholder Coordination**

You will support client service delivery by:

- Participating in client meetings and operational discussions
- Responding to client queries and requests in a timely manner
- Supporting service reviews and performance discussions
- Building and maintaining positive working relationships with client stakeholders

1. Name of the Position - **Senior Executive**
2. CTC range- **₹6 – 10.5 Lakhs per annum**
3. Eligibility Criteria – **B.Com/CMA (Qualified)**
4. Job Location – **Chennai**
5. Number of Vacancies : **4-5**