

Job Title:	Account & Finance	Min. Yrs. of Experience:	12 months
Department/Group:	Accounts & Finance Department		
Location:	Kongaon (Kalyan)	Travel Required:	Yes
Opening	Multiple Openings	Qualification:	Graduate
Job Description			
Company Profile:			
<p>NexG Apparels LLP, an ISO 9001:2015 Certified Company, marks its inception with the ideal blend of the vision of the next generation & the vast experience of over four decades of the senior generation. We at NexG specialize in manufacturing protective clothing and bespoke safety apparels designed to meet your safety needs under the most extreme work environments.</p> <p>NexG is relentlessly engaged in providing highly competent products, tried and tested to withstand the most challenging working environments under the most perilous situations. Apart from our existing wide range of safety products, we provide innovative solutions as per the clients' customized requirements, with our special engineered products, produced in accordance to stringent quality control policies. The products offered by NexG Apparels LLP meet the stringent international norms for Personal Protective Equipment's (PPE) and the garments are CE certified as well. In addition, some products are also tested and certified as per the various NFPA / ASTM norms.</p>			
Responsibilities:			
<ol style="list-style-type: none"> 1) Book keeping maintenance 2) Preparation of cash Flow 3) Reconciliation of Accounts 4) Assisting in the preparation of management accounts. 5) Compliance Management (such as GST returns, TDS, Income Tax) etc. Prepare various reports for Compliance 6) Assist in the preparation of statutory financial statements. 7) Assist with auditing. 8) Accounting import bills, customs department (prepayment) and clearing bills through standard invoice transaction. 9) Accounting of utility bills. 10) Tracking expenses of domestic /international travelling employees. 11) Obtain and maintain a thorough understanding of the financial reporting and general ledger structure. 12) Forecast cash flow positions, related borrowing needs, and available funds for projects 13) Manage the preparation of the company's budget 14) Coordinate and complete annual audits 15) Produce monthly financial statements including balance sheet, profit/loss statements, and General ledger 16) Ensures prompt submission of Cash Expenses Report 			
KNOWLEDGE, SKILLS, ABILITIES:			
<ol style="list-style-type: none"> 1) General Ledger, Tally and MS Excel experience 2) Good understanding of accounting 3) B. Com in Accounting, Finance or relevant degree (Additional certification is a plus) 			

Last Updated By:

06.03.2021