

Role Profile: Management Trainee/ Process Associate

Role Entity: *GL Team*

Location: *India*

Reporting to: *Assistant Manager/Manager*

Key Responsibilities:

- *Responsible for posting and allocation of invoices along with the invoice reconciliation.*
- *Responsible for the Bank reconciliations, Suppliers Reconciliation and maintaining these processes.*
- *Bookkeeping, Ledger Scrutiny and Analysis.*
- *Perform routine Cashflow Reporting, Raising PO.*
- *Supporting the client reporting team with various reports.*
- *Ensuring the achievement of deadlines of the assigned goals within the specified TAT.*

Skills and experience including qualifications

- *Qualification: B.Com / M.Com / MBA*
- *Excellent Interpersonal skills.*
- *Knowledge of MS Excel is must.*
- *Excellent Communication skills.*
- *Ready to relocate to Noida.*
- *Shift timings: 1330 hours to 2200 hours & 1130 hours to 2000 hours*.*
**(Only for female employees)*

Competencies

- *Focused on internal and external client needs*
- *Calm and focused under pressure*
- *Delivers on commitments with a sense of urgency*
- *Works with the utmost integrity, does the right thing*
- *Structured thinker, anticipates and solves problems*
- *Displays commerciality and sound judgement*
- *Builds positive working relationships with energy*
- *Communicates clearly and concisely*

This is an excellent opportunity for an individual to break into a growing company where the emphasis is placed on quality and hard work. We are offering a challenging business environment and the opportunity to gain direct experience in the financial world.