

## **Job Description:**

### **Senior Associate - Accounts & Finance**

#### **1) Location:**

- The position is based in Gurugram. This role demands meticulous attention to detail, robust organizational abilities, and the capacity to manage multiple tasks effectively. The successful candidate will be tasked with overseeing various financial transactions and providing administrative support to ensure the seamless operation of our office.

#### **2) Salary Pay-out & Growth Trajectory:**

- Competitive salary package commensurate with industry standards and candidate experience.
- We recommend attending 'Pre-Placement Talk (PPT)' session to understand Career Progression Path properly.

#### **3) Brief about the Organization:**

- Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture and interior industry in India.
- With the support of 750+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- For more information: visit our website [www.ffsc.in](http://www.ffsc.in) and social media platforms.

#### **4) Application & Selection Procedure:**

- Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- Selection process may include Pre-Placement Talk, Interview, SOPs, Test, Group Discussion, etc. as deemed necessary. Management holds the final discretion in the matter.

#### **5) About Job Role:**

- *Objective:*
  - The Senior Associate in Accounts & Finance will be instrumental in managing and executing financial strategies to meet our company's objectives.
  - This dynamic role requires adaptability and a proactive approach to contribute to the growth and success of our financial operations
- *Key Responsibilities (KRA):*
  - Manage daily accounting operations, prepare financial statements, and ensure compliance with accounting principles and regulations.
  - Develop and maintain internal control policies and procedures.
  - Collaborate with various departments to improve financial processes and systems.

- *Internal & External Interfaces:*
  - Internal: Work closely with the finance team and other departments within the organization.
  - External: Liaise with external auditors, regulatory agencies, and other financial institutions.
- *Key Performance Indicators (KPI):*
  - Accuracy and timeliness of financial reporting.
  - Effective management of financial operations and compliance with regulations.

#### **6) Minimum Qualification Requirements:**

- Bachelor's/Master's degree in Accounting, Finance, or related field.
- Proven experience in accounting or finance roles.
- Work Experience: 3+ years: In accounting, finance, or a related field.

#### **7) Competencies:**

- *Technical Competencies:*
  - Proficiency in ZOHIO Software and other accounting software.
  - Advanced MS Office skills, particularly in Excel.
  - Understanding of GST and tax filing procedures.
- *Generic Competencies:*
  - Exceptional communication and interpersonal skills.
  - Ability to collaborate effectively with a team.
  - Strong problem-solving capabilities.
  - Strategic thinking and result-oriented approach.