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**Executive/Senior Executive - Accounts (Full Time Role)**  
**Andheri - Mumbai, India****ABOUT UNITILE:**

Unitile is India's #1 Raised Access Flooring Brand. With over 27 years of experience, Unitile provides successful and efficacious access flooring solutions to the modernized world by comprehensively understanding the workplace environment. With exceptional product quality and an unsurpassed technical support services, Unitile is successfully redefining the structure of today's ever-evolving workspaces with over 15,000+ clients globally.

**KEY RESPONSIBILITIES:**

- Maintaining & handling the personal accounts of all the company directors/family and group companies
- Book-keeping & day-to-day Accounting entries to be made in the system Tally ERP software
- Ensure timely compliances like GST returns, TDS returns, monthly outgoings viz: GST, TDS etc, payment of Advance Taxes
- Preparing monthly budgets, cash flow statements, daily reports, and providing timely financial information
- Liaisoning for legal matters with advocates and other departments
- Tracking & making timely payments for Director's Credit Cards, Personal Expenses, Foreign transactions, Telephone, Mobile, Light Bill payments & rental payments, maintenance for properties, NA taxes, Insurance premiums of Cars, Offices & Premises, etc.
- Handling RTGS, NEFT & DD documentation and online taxation payments from the bank
- Handle day-to-day petty cash management
- Managing investment portfolio by coordinating with the wealth managers
- Tracking investments and their returns
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Assisting and ensuring accuracy in data entry for Filing of Income Tax Returns, Audit, and thorough coordination with CA's
- Record keeping and maintaining property files

**REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:****Skills:**

- Multi-tasking and Problem-solving skills
- Strong communication and people skills
- Presentation and Independent Mindset
- Ability to work in tight deadline pressure
- Ability to work independently, proficiency in MS Office – particularly Excel
- Excellent organizational, planning and administrative abilities
- Independent, Assertive and positive mindset

**Qualification and Experience:**

- Any BCOM graduate will be considered for this role.
- 3 + years of experience in handling accounting functions.

Salary would be in line with the experience

***IT'S MUCH MORE THAN WORK HERE AT UNITILE!***