



## **Job Title: Assistant Manager / Manager – Finance & Accounts**

**Department:** Finance & Accounts

**Reporting To:** Senior Manager – Finance & Accounts

**Location:** Mumbai (Full-time, On-roll Position)

### **About PSB Alliance**

PSB Alliance is a company promoted by all Public Sector Banks to provide various technology-enabled services and solutions. The organization works at the intersection of banking and technology, managing nationwide initiatives such as Doorstep Banking, BAANKNET, and other digital transformation projects.

### **Position Overview**

The Assistant Manager / Manager – Finance & Accounts will be responsible for managing day-to-day accounting operations, vendor invoicing, payment processing, reconciliations, and month-end closing activities. The role requires a strong understanding of accounting principles, statutory compliance, and financial reporting. The ideal candidate will bring hands-on experience with Tally (mandatory) and preferably ZOHO Books, along with a solid grounding in financial processes in a corporate setup.

### **Key Responsibilities**

- **Accounting & Bookkeeping**
  - Maintain accurate and up-to-date books of accounts in Tally ERP.
  - Record all financial transactions in accordance with applicable accounting standards.
  - Handle accounts payable and receivable processes efficiently.
  - Manage vendor and customer ledger reconciliations.
  
- **Invoicing & Payments**
  - Prepare, review, and issue invoices to clients and customers as per contract terms.
  - Process vendor payments in a timely manner and maintain payment schedules.
  - Ensure compliance with applicable tax deductions (TDS, GST, etc.) before processing payments.
  - Maintain documentation and audit trails for all financial transactions.



- **Month-End Closing & Reporting**

- Support monthly, quarterly, and annual closing activities including journal entries, accruals, and reconciliations.
- Prepare schedules for audit and assist in internal and statutory audits.
- Generate and analyse financial reports to support management decision-making.
- Coordinate with internal teams to ensure timely closure of accounts.

- **Compliance & Controls**

- Ensure compliance with statutory requirements under Companies Act, Income Tax Act, and GST regulations.
- Assist in preparing data and supporting documentation for tax filings, audits, and assessments.
- Contribute to process improvements and strengthening of internal controls.

- **Systems & Tools**

- Work extensively on Tally ERP for accounting operations (mandatory).
- Exposure to ZOHO Books or similar accounting software (preferred).
- Proficiency in MS Excel and ability to prepare management MIS and analysis reports.

### **Qualifications & Experience**

- Bachelor's degree in commerce, Accounting, or Finance.
- CA Inter qualified candidates preferred.
- 3 to 5 years of relevant work experience in accounting, finance operations, and reporting.
- Experience in a corporate setup or financial services company preferred.

### **Key Skills & Competencies**

- Strong understanding of accounting principles and financial reporting.
- Excellent knowledge of **Tally ERP** (mandatory).
- Working knowledge of **ZOHO Books** preferred.
- Attention to detail, accuracy, and ability to meet deadlines.
- Strong analytical and problem-solving abilities.
- Proficient in MS Office (Excel, Word, PowerPoint).
- Good interpersonal and communication skills.
- Ability to work independently and as part of a team.

### **Remuneration**

Commensurate with qualifications and experience