

Job Description



JD No: BOSPL/ Finance/AO/AUDIT/1.1	Location: Gurgaon
Practice/Department: Finance & Accounts	Designation: Sr. Executive/AM – Internal Audit

About Business Octane: Business Octane is the first company in the world to develop and launch world-class Enterprise Unified Collaboration Accelerator Solutions and Enterprise Unified Learning Maximizer Solutions. These solutions have the potential to significantly improve the top line & bottom line of any large & medium enterprises.

Our extensive industry expertise, our in-depth empathetic knowledge of enterprises' everyday collaboration and learning pain points, our unmatched expertise in meeting and learning spaces design and our customer-centric innovations in the domain of Media Rich Immersive TeleAllpresence collaboration and learning have redefined and re-set the world standard in terms of functionality, aesthetics, simplicity and value-for-money.

URL: <http://www.businessoctane.com>

Key Responsibilities:

- Pre Audit of travelling bills, cash expenses, freight forwarding & custom clearing charges.
- Audit of expense bills, project expenses & purchase orders
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Accounting on Tally package, day to day book keeping.
- Finalisation of Accounts, TDS, Income Tax, Sales Tax , MIS Banking.
- Financial accounting, Bill accounting.
- Process Payments, stock verification/ correction.
- Reconciliation of vendor/bank statements.
- Data entry of all bills, vouchers into accounting package.

Education & Experience: Education and Experience: Graduate/Post Graduate from a recognized Institute Passionate individual having 2 to 5 years of relevant experience in Internal Auditing with attitude to learn.

Skills/ Knowledge Areas:

- Well versed with Tally Accounting package.
- Sharp and analytical mind.
- Cash management.
- Ability to maintain utmost confidentiality.
- Business Maturity.
- Good time management skills.

Job Description

Other Expected Requirements:

- Analytical with good accounting skills.
- Assuming responsibility & assisting in problem solving related to matters of accounts.
- Self motivated with an inner desire to excel.
- Comfortable working in teams.
- Willingness for a very high degree of continuous learning.

Contact person : divyasharma@businessoctane.com