Job Description – Accounts Assistant (Export)

Position: Accounts Executive
Department: Finance & Accounts
Location: Delhi
Reporting To: Finance Manager / Head – Accounts

Job Summary

The Accounts Executive will be responsible for managing accounting, taxation, banking, and financial compliance activities related to export operations. The role involves handling export documentation, foreign remittances, GST compliance, reconciliation of export transactions, and coordination with banks, auditors, and internal stakeholders.

Key Responsibilities

Accounting & Finance

- Maintain books of accounts and ensure accurate recording of all financial transactions.
- Prepare journal entries, vouchers, ledgers, and monthly financial reports.
- Perform bank, vendor, customer, and inter-company reconciliations.
- Monitor receivables and payables and ensure timely settlements.

Export Accounting

- Account for export sales, advances, credit notes, and foreign currency transactions.
- Reconcile export invoices with shipping documents and realization of export proceeds.
- Track export receivables and ensure timely realization within RBI guidelines.
- Coordinate with banks regarding export remittances, BRC/e-BRC, and foreign inward remittances.

GST & Taxation

- Preparation and filing support for GST returns (GSTR-1, GSTR-3B, etc.).
- Reconciliation of GST data with books of accounts and export records.
- Assist in GST refund applications related to exports.
- Support TDS compliance, returns, and statutory reconciliations.

Banking & Foreign Exchange

- Liaise with banks for export documentation, foreign inward remittances, and trade finance activities.
- Monitor forward contracts, foreign exchange gains/losses, and hedging transactions.
- Prepare documents for LC, BG, packing credit, and other export finance facilities.

Compliance & Audit

- Ensure compliance with FEMA, RBI, DGFT, GST, Income Tax, and other applicable regulations.
- Assist in statutory audit, tax audit, internal audit, and preparation of schedules.
- Maintain proper records of export-related documents and financial transactions.

MIS & Reporting

- Prepare periodic MIS reports related to exports, receivables, forex exposure, and working capital.
- Support budgeting, forecasting, and variance analysis.
- Provide data and reports required by management and stakeholders.

Qualifications

- Bachelor's Degree in Commerce (B.Com) / M.Com.
- CA Inter / CMA Inter / MBA (Finance) preferred.

Experience

- 2–5 years of experience in Finance & Accounts, preferably in an export-oriented organization.
- Experience in handling export accounting, GST, banking, and foreign exchange transactions.

Required Skills

- Strong knowledge of accounting principles and financial reporting.
- Understanding of export documentation and international trade transactions.
- Knowledge of GST, TDS, FEMA, RBI regulations, and export incentives.
- Proficiency in ERP systems (SAP, Oracle, Tally, Microsoft Dynamics, etc.) and MS Excel.

- Good analytical, communication, and coordination skills.

Preferred Knowledge

- Export finance, Letter of Credit (LC), Bank Guarantee (BG), ECGC, and foreign exchange management.
- Experience in handling GST refunds and export compliance.
- Familiarity with DGFT and international trade procedures.

CTC: As per company norms and candidate experience.
Employment Type: Full-Time.

How to apply:

Please find below the link to the Google Form for the above-mentioned job requirement. Kindly fill in the details and submit your application :

https://docs.google.com/forms/d/e/1FAIpQLSf1fO1tSxf68Xx4Nyr8K2VY1Z5Y49wo0mRAXszAtGMTbCVjMA/viewform?usp=publish-editor