

POSITION: FINANCE EXECUTIVE
NAME:
DEPARTMENT: PEAK DMC INDIA, Finance Department
REPORTING TO: Finance Manager
DIRECT REPORTS: None

POSITION PURPOSE:

The responsibility of the Finance Executive is to ensure the accurate and timely recording and reconciliation of the financial transactions of the company, including the administration of leader money and accounts.

KEY ACTIVITIES TO DELIVER ACCOUNTABILITIES

Accountabilities	Key Activities
Accounts payable	<ul style="list-style-type: none"> • Receipting – outside suppliers • Checking, follow up, queries, resolution, entry and payment of operators and other invoices
Leaders money	<ul style="list-style-type: none"> • Calculate weekly leaders money • Respond to ad hoc requests • Coordinate transfer of weekly leaders money to leader accounts • Manage the leader Visa cards including arranging new cards and deleting redundant cards • Communicate with the bank, Visa and leaders where any issues arise • Continuously seek improved payment methods for trip costs
Direct Pay Operators	<ul style="list-style-type: none"> • Collate and reconcile amounts for operators direct payments • Arrange monthly payment for direct payments • Communicate with the bank and leaders where any issues arise • Reconcile operator cards within one month of the month end • Reconcile and manage operator bonds and prepayments • Create a system for the follow up and repayment of operator bonds and prepayments • Month end information supplied
Bank account reconciliations	<ul style="list-style-type: none"> • Bank accounts reconciliations • Enter fees, other charges and interest • Enter travel accounts for office staff and office visa reconciliations • Reconcile bank statements • Research and repair anomalies
Handing of cash	<ul style="list-style-type: none"> • Maintenance of cash flow and depositing excess into the bank • Administering cash to leaders • Ensuring that cash is kept securely in the office
Payroll	<ul style="list-style-type: none"> • Update trip account information for determining trip codes for which leader pay is due.
Leader accounts	<ul style="list-style-type: none"> • Ensure accuracy of leader accounts • Drive timely submission of accounts by leaders • Create a system to adapt to changes in local payments • Reconcile ending cash on hand with opening balances in their next accounts

	<ul style="list-style-type: none"> • Reconcile cash between leaders within one month of the month end • Reconcile payments between accounts for future and past trip payments • Drive timely submission of accounts packets by leaders • Reconcile accounts to packets where anomalies occur • Reconcile local payments • Introduce further reconciliations where possible • Correspond with leaders and the Ground & Operations Manager where issues arise • Conduct spot audits • Receipt and appropriately file packets • Report on outstanding accounts for follow up
Handing of cash	<ul style="list-style-type: none"> • Maintenance of cash flow and depositing excess into the bank • Administering cash to leaders • Ensuring that cash is kept securely in the office
Miscellaneous	<ul style="list-style-type: none"> • Petty cash • Create and maintain procedures • Ad hoc duties as required • Preparation of reports as requested by the General finance Manager • Ability and open mind to take on new job responsibilities for future career development

Please note the above responsibilities are subject to change based on operational changes and business exigencies.

QUALIFICATIONS AND EXPERIENCE

Experience in book keeping, accounts payable and/or other accounts functions (2+ years)
 Commerce Degree, preferably MBA
 Knowledge of TDS and service tax requirements and procedures.
 Ability to communicate in English (written & verbal)
 Excel and other Microsoft Office products
 Experience in the use of accounting packages (preferably Navision)

OTHER SKILLS AND ATTRIBUTES

Ability to learn new computer packages
 Aptitude with numbers
 Ability to achieve deadlines
 Ability to work under pressure while maintaining accuracy
 Outstanding organizational skills, tenacity and attention to detail
 Initiative to develop more efficient methods
 A sense of humour and a smile!