



JOB DESCRIPTION

ROLE: MIS Executive

SALARY AND BENEFITS: Negotiable

REPORTS TO: Head of Finance

LOCATION: Vadodara

TIME: 08:30am to 5:30pm UK Time

PRIMARY RESPONSIBILITIES:

- MIS reporting to management on daily basis.
- Management accounts.
- Bank reconciliations.
- Debtors and suppliers reconciliations.
- Preparing and updatation of monthly KPI data.
- Updatation of daily sales file.
- Preparation of specials report.
- Preparing report for daily licensed and specials average by RSM.
- Sales and wages analysis.
- Cost centre report.

SECONDARY RESPONSIBILITIES:

- Supplier invoice processing.
- Preparing journals and updatation.
- Checking daily sales.
- Checking daily reconciliation receipt.
- Instant credits.
- Any additional work as and when required.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Knowledge in accounts.
- Grip in excel.
- Fluent communication skill in English.