



## **JOB DESCRIPTION**

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**ROLE:** MIS Executive

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Manager MIS

**LOCATION:** Vadodara

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

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### **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.