

# TEL JOB DESCRIPTION

<b>Job Title</b>	Senior Finance Specialist
<b>Location</b>	Bangalore

## Job Responsibilities

### Roles & Responsibilities

- Manage all aspects associated with group reporting, statutory and tax reporting, local audit and compliance and corporate regulatory requirements for business operations in India with the support of finance service vendors/to-be accounting team.
- Supervise accounting procedures, reports and tax consultancy prepared by the outsourced accounting team.
- Ensure timely and accurate submission of monthly, quarterly and annual tax returns to the authorities.
- Prepare and submit quarterly reporting package.
- Prepare inter-co billing for labour and service recharge.
- Manage accounts payable invoices and payments, accounts receivables and collections.
- Manage the GL and fixed assets.
- Coordinate with internal and external auditors during audit processes, including facilitating audit requests, providing necessary documentation, and addressing audit findings.
- Working with bankers for bank related matters.
- Conduct ERP introduction as key user.
- Occasional travel to locations in India to cultivate finance partnership with internal and external stakeholders, customers, and finance service vendors.

## Qualifications & experience:

- Bachelor's degree in finance/accounting and/or Certified Public Accountant, Chartered Accountant or the equivalent.
- 10+ years of progressive experience in accounting, tax and compliance.
- Good knowledge of India GAAP/IFRS, application of local tax regulations and withholding tax
- Previous auditing experience is preferred.
- Proven experience as a business partner and team leader, demonstrating strategic thinking and resourcefulness.
- Action-oriented with strong organizational and time management skills, ready to roll up your sleeves and deliver in a fast-paced environment.
- Exceptional attention to detail, skilled at effectively presenting information through writing, presentations, and spreadsheets.
- Collaborative and proactive, with a strong sense of ownership and the ability to prioritize tasks amid multiple, diverse, and conflicting demands.
- Confident and mature in problem-solving, with sound judgment to know when to make decisions independently and when to escalate appropriately.
- Proficient in ERP, Microsoft Excel.

We regret that only shortlisted candidates will be notified.

*Job Title:*

*Date Created: January 2026*

*Job Reference Number:*