

# JOB DESCRIPTION

## Accounting Associate – Outsourcing Services

<b>Position Title</b>	Accounting Associate
<b>Department</b>	Accounting Outsourcing Services
<b>Employment Type</b>	Full-Time
<b>Experience Required</b>	2 – 3 Years
<b>Qualification</b>	Graduate in Commerce (B.Com / BBA Finance or equivalent)
<b>Reporting To</b>	Engagement Manager / Senior Accountant
<b>Number of Positions</b>	2

### Role Summary

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We are seeking a detail-oriented and proactive Accounting Associate to join our Accounting Outsourcing Services team. The incumbent will be responsible for maintaining accurate books of accounts, preparing financial reports, performing reconciliations, and supporting tax compliance activities for a portfolio of outsourcing clients. The role demands a high degree of accuracy, strong IT skills, and the ability to work efficiently within defined standard operating procedures (SOPs).

### Key Responsibilities

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#### 1. Books of Accounts Maintenance

- Maintain and update books of accounts for assigned outsourcing clients in accordance with agreed SOPs.
- Ensure accuracy, completeness, and timeliness of all accounting entries.
- Safeguard and organise financial records and supporting documentation.

#### 2. Reconciliations

- Perform periodic bank reconciliations and investigate and resolve discrepancies promptly.
- Reconcile vendor/supplier accounts to ensure balances are accurate and disputes are resolved.
- Reconcile customer/receivable accounts and follow up on outstanding balances.

#### 3. Financial Reporting

- Prepare periodical financial statements including income statements, balance sheets, and cash flow statements.
- Prepare supporting schedules and analytical commentary for management review.
- Ensure reports are produced on time and conform to the applicable accounting framework.

#### 4. Tax Compliance

- Prepare tax workings (income tax, sales tax/GST, withholding tax) as applicable.
- Support timely filing of periodic tax returns and submissions.
- Maintain tax records and computations in an organised and audit-ready manner.

## Required Competencies

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### Technical & IT Competencies

- Expert-level proficiency in QuickBooks (cloud and desktop versions).
- Working knowledge of ERP systems and accounting software.
- Proficient in MS Excel, including pivot tables, VLOOKUP, and financial templates.
- Ability to adapt quickly to client-specific accounting platforms and tools.

### Behavioural Competencies

- Attention to Detail – Demonstrates a meticulous approach in recording transactions and reviewing financial data.
- Quick Learner – Ability to rapidly understand client-specific processes, SOPs, and system requirements.
- Problem Identification & Solving – Proactively identifies discrepancies and resolves accounting issues with minimal supervision.
- Time Management – Manages multiple client assignments and meets deadlines consistently.
- Communication – Communicates clearly with team members and clients on financial matters.

## Qualifications & Experience

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Criterion	Requirement
Academic Qualification	Graduate in Commerce – B.Com, BBA (Finance), or equivalent degree from a recognised institution.
Work Experience	Minimum 2 to 3 years of hands-on experience in operational accounting, bookkeeping, or a similar role.
ERP / Software	Demonstrated experience with QuickBooks is desirable; familiarity with other ERP systems is an advantage.
Industry Exposure	Experience in a professional services, outsourcing, or multi-client accounting environment preferred.

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*This job description outlines the primary duties and requirements of the role. It is not exhaustive and may be revised as business needs evolve.*