

JD for Ukraine Vacancy

Incumbent will be responsible for:

1. Finance and Accounts:

- a) Processing payments on due date and executing cash payments
- b) Tax compliances
- c) Develop, implement, modify and document record keeping and accounting systems.
- d) Day to day functioning of the Accounts and Finance function.
- e) Reconciliation of Bank Statements, Accounts Payable and Accounts Receivables.
- f) Reconciliation of Vendor Accounts and Ledger Scrutiny.
- g) Ensuring timely transfer of funds to different Accounts.
- h) Liaisoning with Banks for transfers and payments.

2. Human Resources

- a) Payroll Processing.
- b) MIS of Employees
- c) Compliance as per Ukraine Law
- d) Record keeping as per compliances
- e) Maintaining Attendance and Leaves
- f) Resolving HR matters of employee

3. Administration

- a) Admin related tasks – arranging meetings. Stationery, pantry activities, office equipment and coordination etc.
- b) Timely payments for rent, electricity etc.

4. Miscellaneous

- a) Documentation of all activities.
- b) Coordinating with various departments internally – India & UK for approvals, etc.