

# Advaithaa Infra – Job Description

## Accounts Assistant

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**Department:** Finance & Accounts

**Reports To:** Accounts Manager / Finance Head

**Location:** Corporate Office, Hyderabad

**Employment Type:** Full-time

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## 1. Role Overview

The **Accounts Assistant** provides essential support to the Finance & Accounts Department in maintaining accurate financial records, processing transactions, and ensuring compliance. The role involves day-to-day accounting operations, vendor management, documentation, and assisting with project-related financial reporting. This position is ideal for individuals with strong accounting fundamentals and a keen interest in building a career in **real estate and infrastructure finance**.

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## 2. Key Responsibilities

### A. Accounting and Bookkeeping

- Record daily accounting transactions accurately in Tally Prime / ERP systems.
- Prepare vouchers, journal entries, receipts, and payment statements.
- Maintain cash book, bank book, and general ledgers in compliance with accounting standards.
- Assist in bank reconciliation and maintain supporting documents.
- Prepare daily transaction summaries and account statements.
- Ensure all entries follow double-entry bookkeeping principles.

### B. Vendor and Expense Management

- Verify vendor invoices and supporting documents before payment authorization.
- Maintain detailed records of site expense statements and coordinate timely settlements.

- Communicate with vendors and site engineers to clarify bills and resolve discrepancies.
- Track and update payment registers, petty cash records, and expense logs.
- Process vendor payments and maintain vendor master data.
- Monitor payment deadlines and flag overdue invoices for follow-up.

## **C. Tax Compliance and Reporting Support**

- Support the team in preparing GST workings including GSTR-1, GSTR-2, GSTR-3B, and monthly filings.
- Assist with TDS (Tax Deducted at Source) calculations, reconciliation, and quarterly filings.
- Maintain proper filing and archival of invoices, agreements, and supporting vouchers for audit purposes.
- Track tax payments, refunds, and compliance deadlines.
- Assist in preparing documentation for statutory, internal, and project audits.
- Update financial data for monthly MIS (Management Information System) reporting.

## **D. Project Accounting Assistance**

- Assist in tracking project-wise expenses, material purchases, and cost allocation.
- Coordinate with site teams to collect bills, invoices, and payment proofs for project costs.
- Support reconciliation of project costs against budgets and revenue schedules.
- Maintain project-wise ledger accounts and prepare project financial summaries.
- Track capital equipment, asset capitalization, and depreciation schedules for projects.

## **E. Financial Documentation and Records Management**

- Maintain organized and secure financial records (physical and digital).
- File and retrieve accounting documents efficiently for operational and audit requirements.
- Prepare and maintain supporting schedules for accounts payable, accounts receivable, and asset registers.
- Update financial documentation tools and maintain data integrity in accounting systems.
- Assist in preparation of month-end and quarter-end financial closing procedures.

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# **3. Key Skills and Competencies**

- **Accounting Knowledge:** Strong understanding of basic accounting principles, double-entry bookkeeping, and financial transaction recording.
  - **Technical Proficiency:** Expertise in Tally Prime / ERP systems, MS Excel, and MS Office applications.
  - **Tax Knowledge:** Good understanding of GST (Goods and Services Tax), TDS, and basic tax compliance requirements.
  - **Accuracy and Attention to Detail:** Precision in financial data entry and mathematical calculations; proactive in identifying discrepancies.
  - **Organizational Skills:** Ability to manage multiple tasks, prioritize work, and meet strict deadlines.
  - **Communication:** Clear communication with vendors, colleagues, and team members; ability to document issues and resolutions.
  - **Reliability:** Dependable in handling sensitive financial information with integrity and confidentiality.
  - **Problem-Solving:** Proactive approach to resolving reconciliation issues and supporting document queries.
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## 4. Qualifications and Experience

- **Education:** Bachelor of Commerce ([B.Com](#)), Master of Commerce ([M.Com](#)), MBA (Finance), or equivalent qualification.
  - **Experience:** 1–4 years of accounting experience, preferably in real estate, construction, or infrastructure sectors.
  - **Alternative:** Fresh graduates or interns with strong accounting knowledge and internship experience will be considered.
  - **Technical Skills:** Demonstrated proficiency in Tally Prime / ERP systems and MS Excel.
  - **Certifications (Preferred):** Certification in GST, TDS, or short-term accounting courses from recognized institutions.
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## 5. Work Conditions and Growth Opportunities

- **Work Schedule:** Monday to Saturday (2<sup>nd</sup> and 4<sup>th</sup> Saturday Half days).
- **Location:** Corporate Office, Hyderabad (occasional site visits for project audits or expense verification).
- **Career Progression:** Eligible for promotion to **Senior Accounts Executive** or **Accounts Officer** based on performance, technical skills, and experience in project accounting.

- **Professional Development:** Opportunity to specialize in project accounting, taxation, GST compliance, or financial auditing as the company expands.
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## 6. Compensation and Benefits

- **CTC Range:** As per industry norms (based on experience and skill set).
  - **Performance-linked Incentives:** Recognition and bonuses for timely, accurate reporting and error-free financial processing.
  - **Professional Development:** Support for professional certifications and accounting training programs.
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## 7. Personal Attributes and Personality Profile

- Ethical, disciplined, and dependable in handling sensitive financial data and confidential information.
  - Positive attitude and genuine eagerness to learn advanced accounting practices and project finance.
  - Strong sense of responsibility with commitment to accuracy and compliance.
  - Ability to work collaboratively with Accounts, Project, and Sales teams.
  - Self-motivated with desire for continuous improvement and professional growth.
  - Adaptability to changing financial requirements and regulatory compliance standards.
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## 8. Core Values Alignment

Every financial transaction and accounting practice at Advaitaa Infra must reflect:

- **Integrity** – Honest representation of financial information; ethical handling of company funds and vendor relationships.
- **Commitment** – Dedication to accuracy, timely reporting, and supporting the company's financial objectives.
- **Growth** – Eagerness to develop accounting expertise; proactive contribution to improving financial processes and controls.