

Job Title: Jr. Accountant
Location: Matunga, Mumbai
Job Type: Full-Time
Experience Level: Fresher
Reports To: Sr. Accountant/ Directors



About Us:

Studios Design is a national and international award-winning interior design and architecture firm, renowned for creating exceptional design experiences across India and globally with a strong presence in Dubai, KSA, Sri Lanka, Africa, the USA, and the UK. With over 25 years of expertise, Studios Design is recognized for its innovative, client-centric approach. Our diverse portfolio spans aviation, retail, commercial, hospitality, and luxury residential projects, reflecting our passion for design excellence.

We believe every success story is powered not just by front-line talent but also by the strength of the backstage team. With 108+ dedicated professionals, whom we proudly call athletes on a mission, who continue to craft extraordinary spaces with passion, precision, and purpose.

Job Overview:

The Junior Accountant at Studio 5 India will assist in managing daily financial transactions, maintaining accurate financial records, and ensuring compliance with accounting standards. This role requires attention to detail, basic financial knowledge, and a proactive approach to supporting financial operations within the organization.

Key Responsibilities:

- Assist in daily accounting entries and record maintenance.
- Support in invoice preparation, billing, and payment follow-ups.
- Help with reconciliation of bank statements and vendor accounts.
- Maintain organized filing of receipts and financial documents.
- Assist in basic data entry for GST and TDS compliance tracking.
- Support senior accounts team during monthly closing activities.

Must-Haves:

- Bachelor's degree in Commerce or Accounting.
 - Basic knowledge of GST, TDS, and Indian tax regulations.
 - Familiarity with accounting software like Tally.
 - Good working knowledge of MS Excel ,Google Sheets ,and financial documentation.
 - Strong organizational and time management skills.
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Add-Ons:

- Internship experience in accounting or finance.
 - Knowledge of GST, TDS, and basic compliance filing.
 - Familiarity with vendor management or payment processing.
 - Strong numeric and analytical skills
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What You Get:

- Exposure to real-time accounting processes in a design-led company.
 - Mentorship from senior accounts and admin team.
 - Learning environment to build a strong accounting foundation.
 - Opportunity to grow into accounts executive or analyst roles.
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If your mission is also to arrive at a *well-designed* destination, then **Studios Design** is your perfect playground.

Let's create spaces that speak louder than words.

Let's all work together to achieve **ONE GOAL**