



*White Globe is Asia's leading Language Service Provider (LSP) offering Translation & Localisation services in more than 350 Foreign and Indian Languages. These services are mainly used by MNC Companies that do business in multiple languages or Indian Multinationals with a Global presence. In a short span of Six years. White Globe is already servicing more than 750 clients across the globe including more than 50 Fortune 500 Companies. Right from its inception, White Globe has won several Industry leading accolades, **The Company of the Year 2018 by Silicon India**", **"The Most Admired Language Service Provider in India, 2018 by Insight Success and the CEO of the Year 2019 by Business Connect and Best Company to Work for 2021.***

White Globe services are backed by advanced technology and an innovative knowledge centre. The services are delivered maintaining a very high level of Quality by a team of highly competent project managers and delivery professionals. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills.

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Currently, the company has identified 40 Industry Verticals which are likely to go up. In addition, the company is doing business in more than 25 locations in India and intends to expand globally.

Please visit: www.whiteglobe.co.in

POSITION DESCRIPTION SUMMARY

Function: Accounts & Finance
Location: Mumbai
Position Title: Finance Assistant
Reporting To: Finance Manager

A. Position Summary:

Key Objective / Purpose of the Job:

The incumbent would be responsible for:

- Daily MIS reports
- Advanced Excel, Tally ERP
- Finalisation of Books of Accounts
- Accounts Payable & Accounts Receivables
- Taxation – Direct & Indirect
- Filing Income Tax Returns and Statutory Return
- Budget Forecasting
- Cash Flows
- Knowledge of Company Accounts
- Preparation of invoices and Quotes/POs
- Coordination with internal stakeholders for the preparation of quotations for clients
- Email follow-ups with the internal team for proper documentation on a daily basis
- Follow up with the Project Management team to be compliant with the CRM software
- Managing reports on internal expenses and supporting the admin in reducing the cost
- Follow up with Clients and vendors regarding Collection and Payments

B. Person Specification:

a) Essential Qualifications:	<ul style="list-style-type: none">• Post Graduate (Specialized in Finance is preferable)
b) Requisite Skills:	
<i>Technical</i>	<ul style="list-style-type: none">• Excellent knowledge of MS Excel and Tally ERP• Good Presentation & Analytical skills• Strong Knowledge of Books of Accounts• Good Organizational Skills• Detail Oriented
<i>Behavioural</i>	<ul style="list-style-type: none">• Ability to handle high-pressure situations• Attention to detail• Ability to adhere to strict timelines

	<ul style="list-style-type: none">• Ability to maintain company image and effectively manage customer expectations
<i>Work Experience</i>	<ul style="list-style-type: none">• Should have worked in the field of Accounts & Finance• Minimum 1-3 years of experience