



MANGAL ANALYTICS AND RESEARCH CONSULTING PRIVATE LIMITED[®]

Delivering Excellence, Partnering Success.

Job Title: Accounts and Administration Executive

Location: Panaji, Goa

Department: Accounts and Admin

Job Summary:

The Accounts and Administration Executive is responsible for managing the financial and administrative functions of the company. This role involves handling accounting tasks, payroll processing, compliance management, office administration, and procurement. The ideal candidate should have strong financial acumen, organizational skills, and the ability to multitask efficiently in a dynamic work environment.

Key Responsibilities:

Accounting Duties:

- Maintain accurate and up-to-date records of client billing, payments, and service contracts.
- Handle accounts payable and receivable specific to service industry needs.
- Generate financial reports (monthly, quarterly, annual) specific to service operations.
- Ensure compliance with tax regulations (e.g., GST, TDS, and other statutory filings).
- Reconcile accounts to ensure accurate tracking of service income and expenses.
- Create and issue invoices for services rendered, ensuring timely payment follow-ups.
- Prepare monthly MIS (Management Information System) reports for management review.
- Perform Bank Reconciliation on a regular basis to ensure accuracy of financial records.
- Maintain files and documents related to financial records and transactions.
- Process and manage payments related to GST, TDS, subscriptions, and other company expenses.
- Process employee reimbursements and travel expense allowances upon necessary approvals.
- Track and document all expenses incurred on specific projects and integrate them into client invoices.
- Maintain an accurate and up-to-date monthly petty cash sheet.
- Provide employees with payslips upon request.

Payroll and Attendance Management:

- Collect and review attendance data from the biometric system.
- Verify email approvals for attendance-related requests and update information in the system.
- Monitor and track timesheet submissions, sending reminders for incomplete or unsubmitted timesheets.
- Ensure all leave requests are accurately applied and reflected, following up with employees as needed.



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- Process monthly salaries, stipends, and other payroll-related tasks.
- **Administrative Duties:**
- Maintain service records, contracts, and other documentation systematically.
- Liaise with service vendors, ensuring timely procurement of resources.
- Ensure adherence to industry-specific legal and operational standards.
- Manage and renew service licenses, certifications, and statutory requirements.
- Handle execution of Non-Disclosure Agreements (NDAs) by providing company details, signatures, and stamps.
- Oversee compliance-related processes, including the renewal of the Shops and Establishments License, Trade License, and fire safety regulations.
- Submit the annual holiday list to the Labour Department.
- Manage the registration process for various industry bodies such as CII, GCCI, and SME Chambers.
- Coordinate with legal advisors and company secretaries to ensure timely preparation and execution of legal agreements and documents.
- **Office Management and Maintenance:**
- Oversee regular maintenance and repairs of office equipment, including air conditioning (AC), plumbing, and electrical systems.
- Coordinate with vendors for Wi-Fi maintenance and troubleshoot connectivity issues to ensure smooth operations.
- Ensure all office fixtures are in good condition and address any required repairs promptly.
- Procure office assets, supplies, and gifts, ensuring cost-effectiveness and quality standards.
- Negotiate with vendors and suppliers to secure the best deals and maintain adequate stock levels.
- Manage meeting room bookings for external training, meetings, and other business-related events.
- **Employee Onboarding and IT Management:**
- Arrange and hand over laptops to new employees.
- Create and configure login IDs for new employees.
- Raise requests for new Microsoft email IDs for employees as needed.
- Add new users and delete email accounts for employees who have exited the company, taking backups as necessary.
- **Travel and Communication Management:**
- Manage and coordinate travel arrangements, including hotel, flight, train, bus, and cab bookings.
- Provide team members with all relevant travel details, including booking confirmations.
- Handle incoming office calls, forwarding inquiries to relevant departments.
- Forward new business leads to the Business Development (BD) team for timely follow-up.
- Forward job inquiry details to HR for further processing.



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Qualifications and Skills:

- BCOM, BBA, or MBA.
- Proven experience in accounting and administrative roles.
- Strong knowledge of financial regulations, tax laws, and statutory compliance.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word, Outlook).
- Excellent organizational, multitasking, and time-management skills.
- Strong communication and interpersonal abilities.

Experience: 3+ years

Why Join MARC?

- Work with a dynamic team driving growth for SMEs and large corporations across India and international markets.
- Be part of strategic projects involving M&A, financial analytics, and market research.
- Opportunity to collaborate with global consultants and deliver impactful results.