


Job Title	Accountant I	Department	Finance	
Reports to	Accounting Manager	Location	Mohali	
Qualification	CA/CS/ICWA/MBA-Finance/M. Com/B. Com	Experience	6 Months -2 years	
The Team	Acuity Professional aims to be viewed as the market's leading provider of business support and advisory services to entrepreneurs and SMEs.			
Accounting responsibilities	<ul style="list-style-type: none"> • Responsible for set up of new finance function clients • Responsible for adhering to deadlines for monthly/quarterly management accounts, statutory reporting including year-end accounts. • Should undertake continuous professional development trainings • Completing, roll forwarding and updating the IRIS Stages in IRIS practice management. • Filing the accounts with Companies House and HMRC • Adhering to the deadline calendar (internal and external deadline) • Xero and Hubdoc certified • Review team's work 			
Communication with Client manager	<ul style="list-style-type: none"> • Agree and circulate timetable of management reporting to internal team • Escalate/inform issues to the Accounting manager/Client Manager well in advance, if unable to complete jobs in the budgeted time or in agreed timely manner. • Proactively escalate the issue if any team member is facing any problem or concern • Proactively identify the clients as at risk of withdrawal and alert the accounting manager/Client Manager • Discussing the management reports and year end accounts with the AM/client manager • Provide responses to AM/client manager's email/queries in agreed timeline 			
Team Engagement	<ul style="list-style-type: none"> • Working with team to improve and optimize the current procedures being followed. • Resolve team's queries and concerns effectively. • Provide training to new/existing accountants as and when required • Mentor the Accountants and Sr. accountants with a proper plan & timeframe in mind. • Ensuring the proper handover at the time of client transfer • Ensuring the timely completion of internal processes / timelines like timesheet updations. 			

**Essential requirements,
attributes, and skills**

- Good interpersonal and communication skills
- Good organisational and time management skills
- Advanced knowledge of MS office
- Enthusiastic, honest and reliable.
- Outstanding attention to detail
- Delivers under pressure and prioritize tasks
- A flexible team player with a motivational hands-on approach and can-do attitude
- Uses initiative and actively identifies and resolves issues when they arise