



## Accounts Executive

We are seeking to hire a skilled and motivated Accounts professional to join our team.

### About Golechha Capital -

- Golechha Capital started off as a stock broking firm in the early 1990s and has grown to be one of the leading financial services providers and capital market product distributors in this part of the world.
- Master franchise of Motilal Oswal, ---- Golechha Capital is one of the top most distributor of Portfolio Management Services for the year 2017 and 2018. “Hyderabad City Icon Award For Excellence in the Category of Financial & Equity Markets – 2018” by Radio City 91.1FM
- We believe in providing our clients with the best financial advice. Our service is focused on generating maximum returns coupled with personalized and customized financial advice for our clients.
- We answer the most important dilemma faced by an individual today - "Where to Invest", by guiding them to the most productive financial instruments available in the market.
- Headquartered in Hyderabad, our team is a blend of experience and youth, who are always eager to serve clients with the best product, in accordance with their needs and expectations. (Visit [www.golechha.com](http://www.golechha.com) for more information)

## Job Profile :

- An accounts officer plays a crucial role in managing the financial health of an organization. They are responsible for various accounting and financial tasks, ensuring accuracy, compliance, and efficient financial operations

## Prerequisites:

- Bachelor's degree in Accounting, Finance, or a related field.
- 1-2 years of relevant experience in accounting or related roles.
- Proficiency in accounting software Tally, and MS Office, especially Excel.
- Strong understanding of financial principles and practices.
- Excellent analytical and problem-solving skills.
- Attention to detail and a high level of accuracy in work.
- Exceptional organizational and time management abilities.

## Responsibilities

- 1. Financial Reporting and Analysis:**
  - Prepare and analyze financial statements on a regular basis.
  - Conduct financial forecasting and variance analysis to guide decision-making.
- 2. Bookkeeping and Accounting:**
  - Maintain accurate and up-to-date financial records using appropriate accounting software (e.g., QuickBooks, Xero).
  - Oversee accounts payable, accounts receivable, and general ledger entries.
- 3. Taxation and Compliance:**
  - Ensure compliance with all relevant tax laws and regulations.
  - Prepare and file tax returns accurately and on time.
- 4. Budgeting and Forecasting:**
  - Assist in the creation and management of budgets and financial forecasts.
- 5. Auditing:**
  - Support in internal and external audit processes, providing necessary documentation and insights.
- 6. Financial Transactions:**
  - Process invoices, receipts, payments, and other financial transactions.

## Opportunities

- Hands on experience working directly with management
- Acquisition of several skills
- High visibility in career path at the firm
- Direct interaction with HNI's and Investment Product Managers (ICICI, Reliance, DSP Blackrock, Motilal Oswal, etc.)

## Job Location

- Secunderabad/Hyderabad

**All candidates shall send in your CV/resume at [careers@golechha.com](mailto:careers@golechha.com).**