

Position – Senior Executive/AM Finance

Experience Required: 3 years post qualification as CA.

[A person with 2 years in industry experience can be taken as AM, below that as Senior Executive (Finance).]

Working Days: 5 Days a week

Shift Timings: 12:00 PM - 21:00 PM IST

Who we are:

Our purpose is to help more people to look after their future. Always striving for better together.

We have an agile, innovative and test and learn organizational culture, underpinned by our four pillars of communication, equality, recognition and fun, and our philosophy that people who like what they do, do it better.

We are a leading FTSE100 Financial Services company with businesses in the UK, Europe and America. We set up in 1993 as a car insurance specialist, but since then we have expanded into other countries and other services such as price comparison, home and travel insurance, Insurtech, personal loans, car finance and legal services.

Our history is one of growth, profitability, and innovation. When we launched in 1993, we had just one brand, zero customers and 57 members of staff. We now have over 11,000 colleagues and 7 million customers worldwide.

We are proud to have our headquarters and UK offices in south Wales as well as businesses in Spain, Italy, France and the US. We also have offices in Halifax, Canada and Gurgaon, India. Our Gurgaon operation, Admiral India is the state of art technology excellence center that is committed to digitally empowering a global network of Insurance brands within Admiral Group.

During the early 2000's, we created Confused.com, the UK's first price comparison website and in 2017 we launched Admiral Financial Services. Admiral Financial Services utilizes the learning gained from the Group's experience within the insurance sector and has a focus on data analytics, technology, customer centricity and product innovation. More recently, we launched new Insurtech propositions, such as Veygo and Homebrella, also set up Admiral Pioneer tasked with exploring and investing in new ventures and emerging consumer needs.

Kindly visit the link to know more - [Home | Admiral Group plc](#)

Why Join Us:

People who like what they do, do it better – Henry Engelhardt, Ex CEO

At Admiral there is no one more important than you. You are the missing piece to our puzzle.

We put a lot of effort and investment into making sure that the Admiral Group is a happy place to work,

EUI LIMITED

(Incorporated under the UK Laws as a limited liability company)

Registered Office: Ty Admiral, David Street, Cardiff, CF 10 2EH (U.K.). Website: www.admiralgroup.co.uk

India Branch Office (Unit 3): 8th Floor, Building No. 1A of Phase I, ITPG Developers Pvt Limited, Electronic Hardware & IT/ITES SEZ, Village Behrampur, Near Sector 59, Gurugram – (Haryana) Post Office – CRPF Kadarapur, Pin Code – 122098 RoC FRN: F04348

where challenge, opportunity and career development are encouraged, and where fun is never frowned upon!

Admiral employees work hard to keep us at the top of our industry, and are rewarded for it—with competitive pay, a share package, career growth and development opportunities and some other great benefits, too!

We care deeply about our colleagues, our customers and the impact we make on the world. We strive to do the right thing at every turn. Our purpose defines the reason we exist, and the way we do things.

A glimpse of our Employee Benefits

Pay & Reward	Health & Work Life Balance
<ul style="list-style-type: none"> • Share Scheme • Term Life Insurance – 7 Times Annual Salary • Mediclaim Insurance – parents included • Length of Service Awards • Gratuity • Free Transport/Cab Facilities • Professional Training Program 	<ul style="list-style-type: none"> • Maternity, Paternity and Adoption Leave • Shared Parental Leave • Free Gym Membership • Free Fresh Fruit • Flexible Working • Annual Holiday Allowance • Workplace Support
Career Growth & Development	Community & Culture
<ul style="list-style-type: none"> • International Travel Opportunities • Career Opportunities • Buy a Book Scheme • Trainings – Technical and soft skills • Port of Calls 	<ul style="list-style-type: none"> • Employee Achievements • Admiral Community Chest • Casual Dress Code • Ministry of Fun • Ministry of Health • Socials and Team Days Out

Technical Skillset we are looking for:

Qualifications:

- Chartered Accountant from ICAI.
- Experience: 3 years post qualification preferably in corporate/industry.

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Mandatory Skills:

- End-to-end accounting and finance function including time bound delivery of monthly, quarterly, half-yearly and annual accounts.
- Ability to prepare annual financial statements with all required notes and other statutorily required information for submission to the statutory and tax auditors, get the audit completed in time by interacting with the auditors, responding to the audit points raised and concluding on the same.
- Thorough understanding and experience in ensuring compliances in respect of TDS, GST, SEZ, Companies Act and corporate tax.
- MIS, Budgeting, and Cost analysis and Control.
- Project costing, invoicing, and AR management and accounting.
- Vendor onboarding, Vendor bills verification, and AP management and accounting.
- Payroll processing, employee taxes and compliances.
- Journals and Fixed Assets recording and control.
- Banking/Treasury management.
- Understanding of internal control processes.
- Transfer Pricing compliances under the supervision of the reporting manager.
- Software skills: Accounting Software including Tally, Payroll Software, MS office, email communication.

Preferred Skills:

- Experience of working in an MNC is preferred.
- Experience of getting the audits concluded with Big 4 audit firms preferred.

Personal Attributes for a good fit

- Self-driven, organized, reliable and determined team player.
- Positive outlook and desire to drive and instill data quality throughout the organization
- Thinks analytically and solves complex problems within a team structure.
- Flexible and able to adapt to new processes and requirements in a dynamic environment.
- Strong, clear & concise written and verbal communication skills.
- Effectively communicates technical information to non-technical people as and when required.
- Advocates for innovation and drives change through persuasion and consensus.
- Translates issues/problems into solutions with tangible changes that improve the team.

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