

**Job Title:** Finance Executive

**Location:** Bengaluru

**Department:** Finance

**Reporting To:** Assistant Director

### **About the Company**

Astravise Services Pvt. Ltd. (ASPL) is a management consulting and advisory firm offering end-to-end solutions in Global Capability Centre (GCC) Advisory, Shared Services, Strategic CFO/CHRO Services, Business Consulting, and Talent Solutions. We work closely with leadership teams across India and the Gulf region to drive business transformation and cross-border growth.

### **Job Summary**

The Finance Executive will support day-to-day accounting operations, financial reporting, reconciliations, and compliance activities. The role requires strong analytical skills, accuracy, and proficiency in Excel.

### **Key Responsibilities**

- Handle day-to-day accounting activities including entries, invoicing, receipts, and payments
- Should have knowledge of basic TDS C GST Compliances
- maintain ledger accounts
- Process and verify vendor invoices and track payments
- Support statutory audits and internal audit requirements
- Maintain proper documentation and financial records
- Provide operational and administrative support to the finance department
- Assist with ad-hoc finance-related assignments

### **Eligibility s Qualifications**

- CA Inter (cleared or completed articleship)  
**OR**
- B.Com graduate with minimum 2 year of experience in a CA firm  
**OR**
- M.Com graduate (0-1 year experience preferred)

### **Required Skills**

- Experience with accounting software such as Tally or other ERP systems
- Strong understanding of accounting principles
- Analytical mindset with strong numerical ability
- Attention to detail and accuracy
- Basic knowledge of accounting software (preferred)

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