

JOB DESCRIPTION			
I. JOB DETAILS			
Job Title	Executive – Finance & Accounts		
Function	Finance & Accounting	Location	Noida
Direct Reporting to	Finance Controller	Matrix Reporting to:	Chief Project Manager
Staff Supervised	Direct Reports: NA	Matrix Reports:	NA
<p>North Star Techno Services Pvt Ltd has a decade of credence in successful management of 'Infrastructure Development & Maintenance services' projects across industry segments with a Pan India geographical spread. We are an ISO 9001 and OHSAS Certified organization with unwavering focus on consistently delivering high quality reliable and cost efficient projects & maintenance services to our valued clients enabling them to achieve high levels performance through the infrastructure created. North Star has maintained a clear focus to be associated in projects of the future thereby ensuring that a huge opportunity for business expansion. Currently, the key business opportunity are in the hydrocarbon industry and thus we are investing in our business and teams and claim a bigger pie of the projects on the horizon.</p> <p>North Star has a growing top line with about 20 % YoY growth over the last couple of years and is currently executing multiple projects across the country valued at upwards of INR 75 Crores. It is poised for much sharper top line growth in the ensuing years backed by the ongoing projects, the new projects under discussion and the strong fundamentals of the company especially in Power & City Gas Distribution industry.</p>			
II. JOB PURPOSE			
<p>To support the Finance Controller in Manage end-to-end project Management for City Gas Distribution projects with North Star across locations to ensure timely completion of projects related F&A activities in Tally, adhering to defined standards of cost and quality. Drive operational efficiency and cost savings through continuous process improvements and value F&A initiatives.</p> <p>The role incumbent should be adaptive to a start-up like environment and brings to fore, a strong challenger mindset with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for efficient F&A Operations.</p>			
III. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Data Entry in Tally ERP 9 & Microsoft Excel • Booking of payment as per project guideline • MIS, documentation & reporting 			
IV. Desired Profile:			
<ul style="list-style-type: none"> • Good educational background, preferably in the fields of Finance & Accounts • Proven working experience as a project accounting 			
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE			
Minimum Qualification	Candidate should be undergraduate / Graduate in any degree, Should be fluent in Tally ERP 9 & Microsoft Excel Minimum 2 years Work Experience		
Good to have:	Experience in Handling various Accounting project management toolsets and technologies.		

To know more about **North Star Techno Services Pvt Ltd**, visit us www.nstspl.in