



JOB ROLE – Senior Executive-Accounting & Finance

About GeM

Government e-Marketplace (GeM) is an initiative launched by the Government of India to usher in an era of e-governance in the nation. Government e Marketplace has brought a Paradigm Shift in the procurement procedures resulting in greater transparency, efficiency, and speed in procurement in alignment with the Honorable PM's 'Digital India' initiative. The portal is an open, inclusive marketplace offering fair and equal opportunities for sellers and service providers to register, list and sell their products and services to Government organizations.

Since its inception, GeM has successfully transformed the Public Procurement space in India through its technology-driven innovations and other strategic interventions. The platform has achieved significant scale of operations, aspiring to optimize public procurement. The portal has successfully transformed public procurement in India by ensuring inclusion, usability & transparency, efficiency & cost savings.

To know more about us, please visit-<https://gem.gov.in/>

You may also follow us on-:

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What is it like to work at GeM?

- Opportunity to work with a team of highly passionate professionals from Private and Government sector
- Unbounded space for creativity and innovation.
- Work-Life balance
- Various kind of health covers (Insurance) for individual and family
- A great opportunity to learn and hone our skills

Compensation: GeM offers competitive salary and other additional benefits

Location: This position is based in Delhi

A broad overview of the nature of the role can be garnered from the broad outline of the primary responsibilities shared below:

Job Responsibilities

- Responsible for preparation of Ind AS Financial Statement
- Responsible for extending support/assisting in bill processing, payroll accounting
- Responsible for running day to day financial operations in the organization (Management accounting prepares reconciliations for Sales, expenditures, BRS etc.)
- Responsible for preparation of working for TDS, TCS, GST returns and monthly deposition of same to tax authorities
- Responsible for preparation the data for filing Tax returns and GSTR-9/9C returns

- Responsible for checking expenditure to be incurred proposal with the terms of contract and in line with the finance compliance perspective
- Meeting statutory compliances Monthly/Quarterly / Annual returns as per Income Tax, GST Act & its monthly reconciliation
- Verification of Payroll prepared by domain wing as per pay structure and making disbursements to employees on timely basis
- Verification of officer/ employee Govt. claims, personnel claims etc. and its reimbursement and tracking all the claims as per HR Manual
- Process/checking all type of invoices & tax compliance and procurement in e-office
- Responsible to assist in preparation of draft replies to ministry/ departments (such as GST, Income Tax) & CAG queries
- Responsible for assisting /handling audit i.e., internal audit, statutory audit, Tax audit etc.
- Ensure record keeping to meets the requirements of auditors and government agencies
- Tracking utilization of grant and preparing utilization certificate for Govt. Grant in Aids
- Financial review of proposals submitted by various divisions like HR, Admin, Business etc. (contract compliance, taxation compliance etc.)
- Monitoring & managing GeM bank accounts from the purpose of its accounting, reconciliation, making approved payments through online banking etc.
- Responsible for sales reconciliation with GeM Portal and Books of account along with e-invoice preparation as per GST Norms.
- Handling bank related issues, assessing refund transactions with banks etc.
- Any other responsibility as may be assigned from time to time.

Key Shared Accountabilities

- Development and monitoring of control systems to report accurate financial reports and results

Professional Experience

Essential

- Minimum 3 years' experience in the finance / accounting domain.

Desirable

- Experience should include IGAAP/ Ind AS accounting, audit, compliance,
- Experience of having worked on budget development and analysis
- Experience in using Tally Prime ERP or other ERP software

Other Desirable Skill Set

- Understanding of latest accounting software's / ERPs (SAP, Tally etc) which is being used in the accounting and for financial purposes in the industry.



Educational Qualifications

Essential

- A full-time Commerce Graduate from a recognized University.

Desirable

- Qualified or Semi -Qualified Chartered Accountant (CA) or MBA Finance degree from a reputed institute

GeM selection committee reserves the right to relax or extend the qualifying criteria.

In case numbers of applications received are very high, GeM reserves the right to shortlist candidates based on nirfindia.org ranking of their graduation / post-graduation institution and invite only shortlisted candidates for interview round



**Application for Senior Executive - Accounting & Finance
Position at
Government e Marketplace, GeM**

Please answer the below mentioned questions as a process to apply for your candidature and share it along with your update resume on resume.gem@gem.gov.in.

- Please specify your graduation degree along with specialization with year of passing:
- Please specify your Post graduation degree along with specialization with year of passing:
- Your total experience:
- Your annual current CTC :
- Your annual expected CTC :
- Do you have minimum 3 years of experience in the finance / accounting domain?
- How soon can you join us?
- Are you Open to work in Delhi?
- Do you know anyone in Government e Marketplace (GeM), If Yes, please mention the Name & Employee's current designation and Phone number.