

Job Description

To,
ICAI Institute,
Trichy

Job Title: Finance, Accounting and Client Management Specialist

Job Summary

We are looking for a highly skilled Chartered Accountant with 5–6 years of relevant experience to join our team as an Accounting and Client Management Specialist. This role demands expertise in accounting and financial management, strong organizational abilities, and a proactive approach to client and team management. The ideal candidate will be process-driven, detail-oriented, and adept at meeting deadlines while fostering professional relationships with clients and stakeholders.

Key Responsibilities

- **Process and/or Review and Approve Payments via AP automation software:**

Add and approve payments - conduct thorough reviews of payments to ensure compliance with all required criteria, including contract terms, vendor approvals, and program manager authorizations, before approval

- **Efficiently design workflows, set up spending budgets, and perform review and approval of expenses in Spend Management Platform:**

Set up spending budgets and ensure all receipts are accurately attached before approving spend. Verify transactions are correctly completed and confirm seamless integration into QuickBooks.

- **Team and Client Communication:**

Manage and guide team members in effectively communicating with clients, including drafting and reviewing emails to maintain professionalism and alignment with client expectations.

- **Grant Invoicing:**

Handle grant invoicing across multiple applications, ensuring proper expense documentation is attached. Demonstrate a meticulous approach to submission and compliance with grant requirements.

- **Budget Analysis for Grant Invoicing:**

Perform detailed tracking and analysis of budget line items for grant-related expenses. Verify spending aligns with the allowable nature per the budget proposal and provide clear insights into budget utilization.

- **Invoice Payment Tracking:**

Monitor and ensure timely receipt of payments for submitted invoices. Initiate follow-ups for outstanding payments and maintain a record of pending receipts

- **Vendor and Contractor Payments:**

Ensure all payments to vendors, contractors, and landlords are made on time. Notify the Executive Director (ED) promptly if due dates are crossed or payments are delayed.

- **Ad-hoc Reporting & Financial Analysis/Insights:**

Handle all grant reporting requirements in collaboration with the Grant Writer. Generate/develop financial analysis & present the findings to the leadership team.

- **Month Close & Year Close Activities:**

Independently handle monthly & year-end book closing processes and ensure reports are shared with the Committee Members well before the reporting deadlines.

- **Statutory Audits & City/Grant Audits:**

Ensure the documentation & other required audit materials are maintained & shared with the auditors. Handle audit queries & ensure smooth completion of audits.

- **Filing Returns/Statutory Compliances:**

Track the due dates of all statutory filings (form 1099/Form 990/RRF1/Business Tax) and ensure the returns are filed within the time frame.

Key skills and competencies

- **Efficiently Handle High-Pressure Scenarios:**

Track the due dates of all statutory filings (form 1099/Form 990/RRF1/Business Tax) and ensure the returns are filed within the time frame.

- **Client Relationship Management:**

Independently manage client requirements, ensuring a deep understanding of their needs and delivering timely, accurate, and practical solutions. Serve as a trusted point of contact for clients, fostering strong and lasting relationships.

- **Professional Communication:**

Confidently handle client calls, present solutions, address concerns, and provide updates on project progress. Maintain clear and concise communication to ensure alignment with client expectations

- **Self-Directed Learning:**

Stay updated on the latest industry trends, tools, and best practices. Demonstrate a commitment to personal and professional growth by acquiring new skills and expanding knowledge relevant to the role.

- **Strong Accounting Expertise:**

Stay updated on the latest industry trends, tools, and best practices. Demonstrate a commitment to personal and professional growth by acquiring new skills and expanding knowledge relevant to the role.

- **Advanced Excel Skills:**

Create, manage, and analyze complex spreadsheets. Develop templates, dashboards, and automated solutions to streamline data management and reporting processes.



- **Process Orientation and Standardization:**

Identify inefficiencies and develop standardized templates, workflows, and processes to enhance team productivity. Ensure adherence to established processes across the organization.

- **Commitment to Professional Development:**

Participate in training programs, workshops, and initiatives that aim to set and maintain high standards of excellence within the organization.

- **Set Organizational Standards:**

Collaborate with leadership to establish benchmarks for quality and efficiency. Actively contributes to the development and implementation of organizational policies and standards.

Must-Have Qualifications

- Chartered Accountant (CA) with 5–6 years of relevant experience in accounting, client management, or nonprofit finance.
- Experience handling grant invoicing and nonprofit financial reporting.
- Demonstrated ability to lead process improvements and manage cross-functional communications.

Join us to be a part of a dynamic team that values excellence, innovation, and professional growth. If you're interested, please write to us at people@bookr.inc.