



## About the Organisation: ExcelOne

ExcelOne is a global, new-age organisation dedicated to reshaping education through impactful assessment initiatives. As the National Service Provider of OECD Paris, ExcelOne introduced the prestigious PISA for Schools programme to India in 2023–24. With 110+ schools and 35,000+ test attempts in its maiden cycle, India became the 17th nation to adopt this globally benchmarked tool.

Part of the Stones2Milestones (S2M) group, ExcelOne builds on a legacy of educational innovation across reading, language, higher-order thinking, and communication — helping every child discover their unique potential and place in the world.

## About the Role

We are seeking an experienced and detail-oriented Senior Accountant / Accounts & Admin Manager to manage the company's accounting operations, ensure timely and accurate MIS reporting, and oversee compliance with taxation and regulatory requirements. This role will work closely with senior leadership and coordinate across teams for smooth financial and administrative functioning.

Position: **Senior Accountant / Accounts & Admin Manager**

Location: **Vadodra/Delhi**

## Key Responsibilities

- **Accounting & Bookkeeping:** Maintain accurate books of accounts, including ledger entries, reconciliations, and expense tracking.
- **MIS Reporting:** Prepare, validate, and share monthly MIS reports on time; ensure accuracy and completeness of data.
- **Taxation & Compliance:** Manage GST, TDS, income tax filings, and statutory compliance; coordinate with auditors.
- **Audit & Financial Review:** Prepare data for internal and statutory audits; respond to queries and observations.
- **Vendor & Payment Management:** Oversee accounts payable and receivable, vendor reconciliations, and payment cycles.
- **Administrative Support:** Handle necessary paperwork, document management, and coordination for board/shareholder meetings.
- **Coordination with Leadership:** Work closely with directors for approvals, signatures, and strategic financial inputs.
- **Team Oversight:** Guide junior accounting staff and ensure quality control of their work.



## Required Skills & Experience

- Bachelor's degree in Accounting, Finance, or related field; CA Inter / CMA preferred.
- 4–6 years of experience in accounting and financial management.
- Strong knowledge of accounting principles, taxation (GST, TDS), and compliance processes.
- Proficiency in accounting software (e.g., Tally, Zoho Books) and MS Excel.
- Experience in preparing and validating MIS reports.
- Strong attention to detail and commitment to accuracy.
- Ability to work from the office and coordinate directly with leadership.

## Preferred Attributes

- Prior experience in handling both accounts and admin responsibilities.
- Ability to work under tight deadlines and manage multiple priorities.
- Strong communication skills for cross-location coordination.

**To apply, fill out this form.** If your resume is shortlisted, you will hear back from us within the next 7 days. : <https://forms.gle/274iH7GJwkW8RQKj6>