

JOB TITLE



ELECTRICAL | ELECTRONICS | CONSUMER DURABLES

ABOUT THE COMPANY

OUR VISION

Be India's Leading Brand, Driving Market Leadership with Thoughtful Products and Experiences to Enrich Consumer Lives and Enhance Stakeholder Value.

WHO WE ARE?

V-Guard Industries Ltd is a major electrical appliances manufacturer in India having 32 branches & 9 manufacturing units across India and with a turnover exceeding 4126 crore in the FY 21-22.

Product Range: Voltage Stabilizer, Digital UPS, Inverter and Inverter Batteries, Electric Water Heaters, Solar Water Heaters, Domestic Pumps, Agricultural Pumps, Industrial Motors, Domestic Switch Gears, Distribution Boards, Wiring Cables, Industrial Cables, Induction Cooktops, Mixer Grinders, Fans, Rice Cooker, Gas Stoves & Solar Power Systems.

At V-Guard, we are building products of tomorrow, inspired by the consumer experiences of today. Products that are designed to keep the consumer at the forefront. Thus, by bringing innovation in our products, we are not just delivering household utilities, but meaningful experiences, that promise to bring home a better tomorrow.

For more information, visit our official website: <https://www.vguard.in/>

V-GUARD INDUSTRIES LTD. NEWS

[V-Guard Industries Limited – Acquisition of Sunflame Enterprises](#)

[V-Guard net revenue grows 7.6% in Q4 FY23](#)

[V-Guard Industries Bags Best Green Office Award](#)

[Best Places to Work in India - Employee Choice Awards by AmbitionBox](#)



ABOUT THE ROLE

BASIC INFORMATION

POSITION	Industrial Trainee
FUNCTION	Finance Team
LOCATION	Kochi

Those who are interested in applying for this position, kindly share your resume to nirupa.jacob@vguard.in or contact 8050538515 (Nirupa Mary Jacob)

KEY RESPONSIBILITIES

- Conduct vendor reconciliation to ensure accuracy and completeness of accounts payable transactions.
- Verify and match invoices, payments and purchase orders with vendor records.
- Reconciliation of advance/down payment adjustments Debit notes and credit notes handling.
- Investigate and resolve discrepancies and outstanding items in a timely manner.
- Collaborate with internal teams and external vendors to obtain necessary documentation for reconciliation.
- Prepare and maintain reconciliation reports and documentation.
- Ensure compliance with company policies and accounting standards.
- Utilize SAP and excel functions to efficiently manage and analyze data.
- Assist in the month end and year end closing processes.
- Participate in process improvement initiatives to enhance the efficiency of vendor reconciliation procedures.
- Provide support in various accounting activities and ad-hoc projects as assigned.

REQUIREMENTS

QUALIFICATION	Bachelor's degree in accounting, finance or a related field. OR Candidates who are currently pursuing their CA
SKILLS	<ul style="list-style-type: none"> • Proven experience of 2-3 years in vendor reconciliation and/or accounts payable functions. • Knowledge of accounting principles and procedures. • Excellent knowledge and hands on in excel and advanced excel is an added advantage. • Experience in reconciling accounts and resolving discrepancies. • Ability to work independently and as part of a team. • Excellent analytical and problem-solving skills. • Detail oriented with a focus on accuracy and data integrity. • Excellent verbal and written communication skills