

# Recruitment Notice: Senior Finance Associate, Trayas

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**Trayas is recruiting a Senior Finance Associate to work with the Co-Founders to help us remain compliant, efficient and profitable.**

## **Who We Are**

Trayas is a knowledge-driven public purpose enterprise. We collaborate and co-create reform agenda with state governments to pursue freedom-oriented and prosperity-driven policy reforms.

We work with several State Governments to reduce rigidity in labour regulations through new labour rules at the state level, increase in flexibility of building and construction standards and to remove legal barriers to economic opportunities for women. We are recipients of the 2021 Emerging Ventures Award of the Mercatus Center at George Mason University and part of The Convergence Foundation, Atlas Network, Global Alliance for Mass Entrepreneurship and Azim Premji University networks.

## **Who Are We Looking For**

We are looking for a detail-oriented Senior Finance Associate to oversee daily financial procedures, manage account records, verify and process transactions and prepare financial reports and data for audits, reviews, and taxation. S/he will analyse financial data, assist in systems improvement and advise Co-Founders on best practices to help us remain compliant, efficient and profitable.

For us, an ideal candidate can shapeshift into various roles across multiple departments, have a sharp business mind focused on productivity, efficiency and compliance. S/he can balance opposites—can run solo or in a team, do small tasks or deep uninterrupted work. Additionally, you'll display a proven ability to develop and maintain an environment of trust and inclusion within the team. Our culture prizes openness to ideas, antifragility, honesty, drive for self-improvement, adaptiveness, and collaborative working. This is of course the dream; each of our team members is different in temperament and skills. What they do share is curiosity about the world, a passion for what they choose to do, and ability to relay with others.

## **What you got**

- Bachelor's degree in finance, accounting, or in a related field. An inter CA or ICMA is preferable
- At least 2 years experience working in a similar role
- Extensive knowledge of accounting standards, fiscal procedures, and applicable tax codes.
- Strong accounting, database and IT skills with aptitude and interest to learn new financial management softwares.
- Working knowledge of ZohoBooks, ZohoExpense and/or similar applications is desirable.
- High attention to detail and excellent communication and organisational skills.
- Great analytical and problem-solving abilities.

## **What you will do everyday**

- Accounts and Finance:
  - Learn/Be on top of financial applications (ZohoBooks, Zoho Expense); understand the applications architecture and accounting standards of the organisation to ensure our digital bookkeeping is accurate and error-free;
  - Review all invoices from team members and service providers for accuracy and ensure all reimbursement claims are backed by proper documentation;
  - Prepare invoices/receipts and financial reports for clients and ensure fiscal compliance for all contracts;
  - Record latest available data of all accounting and financial transactions as per the historically followed accounting policies and procedures and relevant accounting guidelines;
  - Support payroll processing, vendor payment batch setup in the eNet facility (if available/applicable) as approved by Co-Founders;
  - Publish monthly, quarterly and annual balance sheet, profit and loss statements and other financial reports to the Co-Founders within 10th business days of the following month and provide thorough insights to help management make more informed decisions;
  - Support the development and implementation of accounting policies and procedures;
  - Support banking related logistics and coordination; and
  - Advise Co-Founders on financial planning, budgeting, forecasting and investments.
- Compliance:
  - Ensure monthly/quarterly/annual statutory deductions (Tax Deducted at Source, Goods and Services Tax and Professional Tax) are made appropriately, upload the information on the relevant sites, facilitate the payment, and issue the certificates within stipulated timelines;
  - Coordinate with Company Auditor and Company Secretary and support the documentation for the annual Income Tax filing and Statutory Audit Process;
  - Develop and manage an accurate compliance tracker for the organisation and ensure all legal and regulatory documents are filed on time; and
  - Stay up-to-date on changes to existing policies and procedures to better comply with current laws and regulations.
- Follow Trayas' Ways of Working in using cloud workspaces for all above functions and to ensure data hygiene.
- Others:
  - Be on top of the current trends in the sector and bring new ideas to explore; and
  - Support Co-Founders as and when required across a wide spectrum of functions.

## How to apply

### Job Title

Senior Finance Associate, Trayas

### Location

We are located at 242 Okhla Industrial Estate Phase III, New Delhi, India 110020

### Compensation

Compensation will be commensurate with experience and skills. We also offer flexi-working (roles, portfolios), autonomy, and opportunities to venture into new work areas.

### Application

Candidates who are qualified should apply using the web [application form](#).

The application form asks the following in addition to basic professional and biographical details:

- Resume (no-longer than 2 pages in PDF)
- A 350-word cover note explaining why Trayas
- Technical skills
- An assignment question
- Expected Annual Remuneration
- Certifications supporting skills required for the position (project management, Zoho Books/QuickBooks/Tally, etc)
- Names and contact for 2 references

Applications will be reviewed on a rolling basis.

### Interview process

Typically candidates will go through one assignment and 2 rounds of conversations with different team members. Some of these conversations will be 1:1 conversations, and some with a group. We want to get to know you, and for you to get to know us. Through the conversations we are hoping to gauge knowledge and skill levels, approach to work, and aspirations.

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