

Job title	<i>Executives/Analyst - Finance & Accounts</i>
Reports to	<i>Senior Associate – Finance & Accounts</i>
Role	<i>Permanent</i>
Location	<i>Hyderabad</i>

Company

Caspian Debt

[Caspian Debt](#) is a specialized debt vehicle registered as a non-banking finance company (NBFC) and backed by reputed investors like SIDBI Venture Capital, Gray Ghost Ventures (USA), FMO (Dutch Govt Development Finance Institution), DFC (USA), and Triodos Investment Management, apart from its promoter Caspian Equity. Over the past 9 years, Caspian Debt has provided debt finance of about INR 25 Bn to more than 200 small and medium corporate entities across several high-impact sectors like food & agribusiness, financial inclusion, healthcare, clean energy, education, drinking water, etc. Caspian Debt takes an investment approach to lending.

Our loan ticket sizes range from INR 0.5-150 million. We provide a wide variety of financial products which include term loans, working capital, purchase order finance, bill discounting, receivables finance, revolving limits, venture debt, subordinated debt, guarantees, quasi-equity, etc. Unlike traditional lenders, Caspian Debt does not make lending decisions based on mortgage collateral but instead, depends upon business data and customized product structuring to make loans to high-impact companies.

Caspian is transitioning to Impact and ESG focussed Credit Asset Manager and intends to set up several sector focussed funds and also raise equity at the NBFC level. It continuously needs to raise debt funding from both domestic as well as international lenders.

Caspian Culture

Caspian promotes meritocracy and is an equal-opportunity employer. You will be an important part of our organization and will have a key role in our continuing success. Working as a team is critically important at Caspian. Our organization is lean and requires efficient solutions, unencumbered by excessive bureaucracy. As a result, we work together to find the most innovative answers, maintaining a very entrepreneurial environment.

We encourage you to visit our website at <https://www.caspiandebt.in/> for more information on the firm

Job Purpose/ Description

To handle day to day accounting activities such as book keeping, posting of accounting entries, reporting to Lenders

Duties and Responsibilities

- Preparing vouchers for all payments along with supporting documents
- Issue Tax invoices to customers and provide balance confirmations to the customers
- Posting day-to-day accounting entries and preparation of bank reconciliation statements on a daily basis
- Posting of Month end journal entries
- Preparing workings for monthly TDS and GST payments and ensuring the filing of applicable returns within the due date
- Maintaining FAR and preparation of FAR workings on monthly basis and posting of Depreciation entries on a monthly basis
- Checking invoices and employees' reimbursements and processing the payments on time
- Accounting of payroll and preparation of workings for PF, ESI, and PT
- Good communication skills (both verbal and written)
- Support the team in the audit process
- Preparation of MIS reports
- Handling day-to-day Banking Transactions

- Handle Lender reporting
- Supporting in Statutory, Internal and Receivables audit.
- Supporting in Lender appraisal of Loans.

Qualifications

Qualifications that are necessary for someone to be considered for the position.

- Experience: 3 years
- Education: CA (Inter) / MBA (finance) / M.com
- Prior experience of working on day-to-day accounting activities and knowledge of statutory compliances such as GST, TDS, PF, PT, etc. is a must
- Working knowledge of Tally prime and MS office
- Abilities: Working in teams, attention to detail, good communication skills (both written and verbal)
- Prior knowledge of any Loan Management System is an added advantage Preference will be given to NBFC work experience

Travel requirements

Not Applicable

Direct reports

Individual Contributor

Contact Details

Please send your resume to hr@caspiant.in and mention "*Executives/Analyst, Finance & Accounts*" in the subject line.

Thank you for your interest in Caspian.