

JD Format

BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance.

Position	Senior Officer /Officer - Finance
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <p>This position would include the mentioned set of responsibilities but not limited to</p> <ol style="list-style-type: none"> 1. To Work on General Ledger account reconciliation including bank reconciliation statements 2. To complete the reconciliation of the various GL and bank accounts in a timely manner throughout the month and prepare monthly recon statement at month end 3. To complete bank reconciliations and post all GL entries and keep the records up to date for management review 4. Responsible for posting bank receipts in a timely manner on daily basis 5. Ensure Data is accurately reported on the accounting systems and that reconciling items are identified and understood 6. To share unreconciled /outstanding items with appropriate departments and staff members and liaising with stakeholders for resolution of the same. 7. Escalate matter to the next level of Management for pending issues 8. Adhere to information security and control procedures 9. Liaise with internal and external audit members to enable an efficient and thorough audit.



	<p>10. Assist the finance team in month end reconciliations and duties.</p> <p>11. Other ad-hoc assignments as and when required.</p>
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none">• Experience in reconciling accounting figures and financial records• Ability to identify errors• Appropriate handling of sensitive information · Ability to work to deadlines• High level of attention to detail · Good written and verbal communication skills• Team player with the ability to work with multiple parties• Intermediate to advanced computer software skills, including Excel and Accounting packages
Educational Qualifications	<ul style="list-style-type: none">• Graduate / Post Graduate
Minimum Experience	<p>Min. 1+ years preferably in Banking services handling Reconciliation of Bank A/c, GL reconciliation, Card network settlements and settlement recon</p>
Location of posting	<ul style="list-style-type: none">• Mumbai
Maximum Age on the last date of application	<ul style="list-style-type: none">• 45years
Website	<p>www.bobfinancial.com</p>
Other Terms	<ul style="list-style-type: none">• It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure.• Canvassing, in any form, will result in disqualification of candidature.

	<ul style="list-style-type: none">• In case of any modification in advertisement shall be updated only in Website.• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.• Company may conduct background checks/CIBIL check at any stage of process and also call for current compensation detail/qualification documents/past employment proofs for conclusion of recruitment process.
Last Date for application	28th August 2023