



## **Role Profile - Full time Sr.Accountant - Mumbai**

### **About Drama School Mumbai**

Drama School Mumbai was founded in 2013 to forge a new generation of theatre-makers; actor-creator-entrepreneurs professionally trained to perform and create work to a higher standard of storytelling. We work with a faculty comprising the best theatre practitioners, actors, playwrights, directors, theatre designers and producers. We run an intensive full-time Post Graduate Course in Acting and Theatre-making. We also work to promote the awareness of theatre and its processes to a wider audience through shorter workshops, lectures, and regular presentations of work created by the students and faculty.

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### **Job Description**

We are currently looking for a Full Time Sr.Accountant in Mumbai.

### **Applicant Profile**

Education : B.com and Above.

Experience: 3-4 years as an Accountant.

Experience in Tally ERP a Must.

### **Roles and Responsibilities:**

#### **Accounts Management**

- Manage day to day processing of accounts receivable and payable and payroll.
- Maintain both the company's books of accounts along with documentary evidence.
- File Indirect and direct taxes regularly in coordination and under the guidance of our consultants. This includes GST, TDS and PT returns filing.
- Generate monthly invoices to our clients.
- Do all banking and bill payments.
- Maintain all such documents and records for audit purpose and as per statutory requirements.
- Should be able to maintain the budgetsheets/Cashflow Sheets.
- Generate monthly reports as required by departmental heads related to finance



**Other responsibilities:**

- Assist the Manager in any administrative duties and provide logistical support including coordination with banks, vendors, directors etc.
  - Visit the company C.A or C.S office as and when required.
  - Any other responsibilities required for the smooth running of Operations and Administration department.
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**Terms of Employment:**

Salary: Between Rs.28,000 - Rs.30,000 per month depending on background and experience.

Hours: Full-time - 10am - 6pm Monday to Saturday.

**To Apply:**

Write to us at – [pkoppikar@thedramaschoolmumbai.in](mailto:pkoppikar@thedramaschoolmumbai.in) with:

- Your current and complete C.V
- The names and contact details of two past employers.