



"Immediate requirement"

Accounts Manager – Insurance Broking

Company: First Advisor Insurance Brokers Pvt. Ltd.

Department: Accounts & Finance

Industry: Insurance Broking

Location: Mumbai – Goregaon East

Office Address: Express Zone, Office No. 410, A Wing, Western Express Highway, Malad East, Mumbai – 400063 (Nearest Railway station Goregaon)

PURPOSE OF THE ROLE

We are looking for an experienced and responsible **Accounts Head / Accounts Manager** to independently manage and control the complete Accounts, Finance, Taxation, Compliance, Insurance Commission, Reconciliation, and Financial MIS functions of the company.

The candidate will be responsible for maintaining accurate books of accounts, daily Tally and banking entries, billing and invoicing, insurance-company commission reconciliation, SAIBA accounting and policy entries, POSP commission, GST/TDS and other statutory compliances, branch accounting, documentation, audit coordination, and regular financial reporting to management.

The person will also be responsible for **following up with insurance companies for pending payments, commission statements, missing policies, outstanding commission, and reconciliation issues.**

The ideal candidate should have strong practical knowledge of accounting and taxation along with experience in the **insurance broking industry**, particularly in insurance-company reconciliation, commission accounting, policy-related accounting, and MIS.

Key Responsibilities

- Manage day-to-day Tally and accounting activities.
- Handle bank entries, bank reconciliation, purchase, expenses, petty cash and billing.
- Manage insurance-company commission MIS and reconciliation.
- Follow up with insurance companies for pending commission, payments and statements.
- Manage SAIBA policy entries, corrections and policy documentation.
- Handle POSP commission and monthly commission analysis.
- Manage GST, TDS, Income Tax and other applicable statutory compliances.
- Coordinate ROC, audit and IRDAI-related financial compliance activities.

- Manage PAN India branch accounting activities.
- Prepare monthly financial MIS and management reports.
- Manage receivables, payables and cash-flow monitoring.
- Maintain proper accounting, statutory and financial documentation.
- Lead and supervise the Accounts Team.

Candidate Requirements

- M.Com; CA Inter / CMA / MBA Finance preferred.
- 10+ years of Accounts & Finance experience.
- Insurance broker / insurance company experience preferred.
- Strong knowledge of Tally, Excel, GST, TDS and taxation.
- Experience in insurance-company reconciliation and commission accounting preferred.
- Knowledge of SAIBA / insurance systems preferred.
- Strong MIS, analytical, reconciliation and team-management skills.
- Ability to independently manage the complete Accounts function.

Employment Type: Full Time. Mode of Application: Suitable candidate can mail their updated resume to tohrfirst@firstadvisorsinsurance.com