

WORK VAPOR

Job Link: <https://workvapor.in/jobs/catalogue-specialist-product-listing-work/>

CATALOGUE SPECIALIST

BASE SALARY

INR 50000 - INR 60000

DESCRIPTION

Department: RTR SERVICE DELIVERY

Job Category: Finance

Job Title: Analyst L6

Duties: Job Level 6A Analyst (General Accounting, MEC, FA & Reconciliations) Global Business Operations (GBO) in Diageo support standard processes and systems with effective and efficient shared services across the globe. GBO Diageo provides back-office processing (FC, financial reporting, cash cycle, operations and HR) and other value-add services. It also encompasses a significant part of the group's Financial Planning & Reporting and Treasury activities. Diageo is a multicultural, multilanguage environment.

Global RTR functions is part of the finance controllership function. Its main responsibility is to support the month close process, ensure the books of accounts are prepared correctly, posting and review of monthly journals, support the review and publish the BS Reconciliation results and catering quarterly stat reporting requirements for the Diageo India in accordance with the local reporting timelines.

General accounting team is involved in the accounting of accruals, month-end closure (Supply, Commercial & Reporting) & making sure timely completion of Reconciliations (Sub-Ledger accounts, Payroll, Taxation, Clearing & Excise accounts) as per policy guidelines.

The team is involved in various ongoing projects (Fixed Assets End to End Interface, JV reduction, Reconciliation's simplification incl auto clearing rules, Stat schedule automation & Integration of sub-process) to drive efficiency, standardization, simplification and automation within the service delivery team.

Core Responsibilities:

HIRING ORGANIZATION

Teamware Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? April 13, 2026

VALID THROUGH

2027-02-13

- Candidate should be well versed with Balance Sheet Recons, depth knowledge in Accounts and having analytical skills • E2E General Ledger Accounting activities including Reporting & Consolidations • Reconciliation of GL Accounts, Payroll and Tax related Accounts, Month End Closing processes.
- Process standard journals and adhoc journals including provisions, accruals, reclass, recharge, etc.
- Well versed with Intercompany Reconciliations & Reporting activities • Representative for Internal and External Audit • Provides first line support to the Specialist on specific issues/projects and takes the ownership in the absence of Specialist • Proactively suggests improvements/additional control points to build in and takes an active part in the implementation and in the follow up.
- Maintain rigorous controls across RTR activities

Qualifications

University graduate, B Com/ CA Inter/ICWAI Inter/MBA

Experience

- 4-6 years of relevant work experience in a F&A BPO or any other industry.
- Candidates who worked up to finalization of accounts or assisted in finalization will be an added advantage • Good knowledge on accounting concepts and general accounting activities such as Balance Sheet, Payroll activities, reconciliation & Tax reconciliation, Inter-company and ledger accounts.
- Customer care and team playing skills
- Experience in month end financial reporting.
- Conversant with General ledger tasks in SAP application.

Essential Skills

- Aware of the General Ledger controls, and ensure / enforce policy adherence • Strong Exposure to general accounting activities such as GL Month end close activities, Balance Sheet reconciliations, • Exposure on Inter-company, Treasury & banking and Fixed assets would be added advantage • Good understanding of Indian Accounting • Experience in SAP • Flexible to work on Weekends during Statutory Audit and Month end closure.