Senior Accountant (Retail), Surat

JOB DESCRIPTION

JOB ID	AB-1028
LOCATION	Vesu, Surat. On-site, at the store
QUALIFICATION	B.Com or M.Com
EXPERIENCE	5 to 8 years in accounting, with retail, multi-store or FMCG exposure
SYSTEMS	Odoo ERP and advanced Excel
INTERVIEWS	In person at the Vesu store, Friday 27 November 2026

About the Client

Our client is a home and kitchenware retail store in Vesu, Surat.

The client's name is shared once you confirm interest and we have had a first conversation.

The Role in One Line

Own the store's accounts end to end: closing, reconciliations, GST and TDS, financial statements and the MIS management uses to run the business.

You report to the Director and lead a small accounts team. This is a hands-on role: you close the books yourself, you do not only review someone else's work.

What You Will Do

- Close the books every month, quarter and year, with every sales, purchase, expense and journal entry posted before cut-off
- Reconcile bank, cash, card, UPI, wallet and payment gateway settlements, plus vendor and customer accounts
- Pass adjustment entries: accruals, prepayments, provisions, depreciation and write-offs
- Prepare the Balance Sheet, P&L and Cash Flow, with a schedule behind every head and a written variance analysis
- Publish the MIS pack: daily sales and collections, weekly cash position, monthly performance, and retail numbers such as gross margin, average bill value, stock turnover, shrinkage and discount %
- Handle GST and TDS end to end: GSTR-1, GSTR-3B, GSTR-9, 24Q and 26Q, GSTR-2B and 26AS reconciliations, e-invoice and e-way bill checks
- Work with the statutory and internal auditors, and with the consultants on tax notices
- Run the accounts on Odoo ERP every day and train the team and store staff on it

What You Need

- B.Com or M.Com
- 5 to 8 years in accounting, with at least 2 years in retail, multi-store or FMCG
- Experience leading an accounts team

- Year-end finalisation done yourself, not only supported
- Hands-on GST, TDS and return filing
- Strong Excel: Pivot Tables, VLOOKUP or XLOOKUP, reconciliation models
- Open to working on Odoo ERP. If you want to work only on Tally, this role is not for you
- Based in Surat, or ready to move to Surat

A Strong Plus

- Hands-on Odoo experience
- Any other ERP (SAP, Busy, Marg) or an ERP implementation behind you
- POS systems and e-invoicing tools
- Gujarati or Hindi, alongside English

How the Process Works

- A call with your Accounting Baba recruiter, Deepanjali, about the role and your background
- In-person interview with the client at the Vesu store on Friday 27 November
- Offer, then you join after your notice period
- Please apply only if you are genuinely open to a move. If a counter-offer or timing could stop you, tell us early

How to Apply

- Apply at accountingbaba.com/careers (Job ID AB-1028) with your updated CV
- Keep ready: your notice period, current CTC, expected CTC, and the software you work on today

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