



Tata Projects Limited (a part of the TATA Group) is one of the most trusted Technology led Engineering, Procurement and Construction (EPC) companies in India. We have expertise in providing sustainable solutions in the execution of large and complex urban and industrial infrastructure projects while also demonstrating strong presence in refineries and petrochemical plants., semiconductor facilities, giga factories, data centers, refineries, green fuels, roads, bridges, integrated rail & metro systems, commercial building & airports, power generation, transmission & distribution systems, chemical process plants, water & waste management, and mining & metal purification systems. We leverage our domain knowledge across various business segments to address the shift to clean energy to meet the nation's Net Zero ambitions.

Particulars	Description
<b>Qualification</b>	<b>CA Inter (Qualified)</b> candidates only need apply.
<b>Experience (post qualification)</b>	1 to 3 Years
<b>Role Focus</b>	Transactional R2R & P2P Processing
<b>Relevant Experience</b>	Hands-on experience in transactional Record-to-Report (R2R) and Procure-to-Pay (P2P) activities within a shared services or EPC finance environment. Execution-oriented role focused on accuracy, timeliness, and process adherence.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Processing routine journal entries, accruals, provisions, and reversals under supervision</li> <li>• Supporting month-end close activities as per defined checklists and SLAs</li> <li>• Performing balance sheet account reconciliations and escalation of open items</li> <li>• Assisting in fixed asset accounting entries such as capitalization and depreciation</li> </ul>
	<ul style="list-style-type: none"> <li>• Invoice processing and validation in SAP as per SOPs</li> <li>• Vendor reconciliation and support for payment runs</li> <li>• Handling GR/IR clearing and basic vendor queries</li> <li>• Coordination with AP and site teams for transactional support</li> <li>• Support preparation of standard MIS schedules, reconciliations, and trackers. Assist seniors in data collation and validation.</li> </ul>
<b>Any other desired functional attributes &amp; skills / knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of SAP FI for transactional postings and report extraction. Basic proficiency in MS Excel (Pivot Tables, Lookups).</li> </ul>
	<ul style="list-style-type: none"> <li>• Follow internal controls, SOPs, and accounting guidelines. Support audit data requirements and maintain proper documentation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Adhere to defined processes and timelines. Identify exceptions and escalate issues appropriately.</li> </ul>
	<ul style="list-style-type: none"> <li>• Good accounting fundamentals</li> <li>• Attention to detail and accuracy</li> <li>• Willingness to learn R2R and P2P processes</li> <li>• Strong execution and coordination mindset</li> </ul>
<b>Important &amp; Mandatory:</b>	<b>1) CA Inter (Qualified) candidates only need apply.</b>
	<b>2) Candidates should be ready to be deployed / work on third party outsourced agency payroll.</b>
	<b>3) Candidates who can join early will be preferred.</b>

Internal

## TATA PROJECTS LIMITED

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