

Date: 20/08/2026

To,
The Placement Officer.
Southern India Regional Council,
ICMAI Bhawan, Chennai. Tamil Nadu, India.

Subject – Job Opening for Finance Executive – AP

Dear Sir,

Accel Limited is listed in BSE Stock Exchange and having strong presence in PAN India for last 35+ Years.

We have Job Opening for Finance executive (AP) position in our corporate office @ Nungambakkam. Please refer below Job description for your reference:

Designation: Finance Executive - AP

Job Role - The Finance Executive is expected to work in the areas of GL, AP, Vendor Master, etc. Responsible for day-to-day Accounts Payable activities, including invoice processing, vendor master creation and maintenance, payment support, reconciliations, query resolution, and ensuring compliance with company policies and internal controls.

Key Responsibilities

Accounts Payable

- Process PO, SO and non-PO invoices accurately and within agreed SLA.
- Perform 2-way/3-way matching between PO, GRN, and invoice.
- Validate invoice details, GST/tax information, payment terms, and supporting documents.
- Support payment processing and ensure MSME invoices are paid within stipulated time.
- Perform vendor account reconciliation and investigate outstanding items.
- Monitor AP aging and follow up on overdue or pending invoices.
- Respond to vendor and internal stakeholder queries within defined TAT.
- Support month-end closing activities, accruals, and AP reporting.
- Maintain proper documentation and audit trails for AP transactions.

Vendor Master Management

- Validate vendor information such as legal name, address, GST/PAN/tax details, bank details, payment terms, and vendor classification.
- Perform duplicate vendor checks before creating new vendor records.
- Process approved changes to vendor master data, including bank details, address, tax information, and payment terms.

Required Skills

- Good understanding of **Accounts Payable / Procure-to-Pay (P2P)** processes.
- Knowledge of **vendor master management** and invoice processing.
- Understanding of PO, GRN, invoice matching, payment terms, and AP reconciliation.
- Basic knowledge of **GST/TDS and vendor tax documentation**.
- Good Excel skills, including VLOOKUP/XLOOKUP, Pivot Tables, and basic data analysis.

Qualifications

Education

- Bachelor / Master degree in Accounting / Finance
- CA/CMA – Foundation/Inter

We sincerely thank you for your kind support.

Sincerely

For ACCEL LIMITED

R.Senthil

CFO

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