

Finance & Business Operations Executive

Location: Hyderabad – On-site

Company: RedandBlue Applied Innovations Private Limited

Function: Finance, Executive Assistance & Business Operations

About RedandBlue

RedandBlue Applied Innovations Private Limited is a technology company providing Product Development, Cloud Enterprise Services, Cyber Security, Managed IT Services, Data Analytics, ERP Solutions, Skilled Resources and AI/ML-enabled services.

RedandBlue also develops **OfficeGx**, its SaaS-based ERP platform covering HR, Payroll, Finance, Accounting and other business operations.

We are looking for a dependable and versatile professional who is comfortable working across **Finance & Accounting, Executive Assistance and Business Operations**.

This role is particularly suited for someone who enjoys taking ownership, organizing things, working with numbers and technology, interacting professionally with people, and supporting senior management.

Position Summary

The **Finance & Business Operations Executive** will have three primary areas of responsibility:

1. **Finance, Accounting & Statutory Compliance**
2. **Executive Assistance to the Managing Director**
3. **Front Office & Business Operations**

The successful candidate will also use **OfficeGx ERP** as the primary platform for finance and payroll operations and provide functional feedback to the product team based on day-to-day usage.

This is a trusted position involving access to confidential financial, employee and management information. A high degree of integrity, discretion, organization and ownership is therefore essential.

Key Responsibilities

1. Finance, Accounting & Statutory Compliance

Take ownership of the Company's routine finance and accounting operations, including:

- Maintain day-to-day books of accounts using OfficeGx ERP
- Record sales, purchases, receipts, payments, expenses and journal entries
- Maintain General Ledger and supporting accounting records
- Perform bank and account reconciliations
- Manage Accounts Receivable and Accounts Payable
- Track customer collections and vendor payments
- Maintain supporting invoices, bills, vouchers and financial documentation
- Maintain Fixed Asset Register
- Assist in monitoring cash flow and upcoming financial obligations
- Prepare periodic financial and management reports
- Maintain books and supporting records in an audit-ready manner throughout the year
- Coordinate with the Company's Chartered Accountant and auditors
- Provide information, schedules and supporting documents required for statutory and financial audits

Payroll & Employee Finance

- Process monthly payroll using OfficeGx
- Verify attendance, leave and other payroll inputs
- Process salary additions, deductions and reimbursements
- Calculate applicable statutory deductions
- Maintain employee payroll records
- Generate salary slips
- Coordinate employee tax declarations and supporting documents
- Assist with Form 16 and related employee tax documentation

Statutory Compliance

Coordinate and/or process applicable statutory compliances, including:

- GST returns and reconciliations
- TDS payments
- Quarterly TDS returns
- Professional Tax
- EPF
- ESI, where applicable
- Form 16
- Other routine finance and payroll-related statutory compliances
- Maintain a compliance calendar and ensure applicable deadlines are not missed
- Coordinate with CA, consultants and government portals/authorities where required

Complex taxation, statutory audit, corporate filings and professional certifications will continue to be supported/reviewed by the Company's CA and professional advisors.

2. Executive Assistance to the Managing Director

Provide professional and confidential executive assistance to the Managing Director.

Responsibilities may include:

- Manage calendar, appointments and meeting schedules
- Schedule and coordinate internal and external meetings
- Identify and resolve calendar conflicts
- Maintain reminders for important meetings, commitments and deadlines
- Coordinate meeting logistics
- Prepare meeting agendas and supporting documents when required
- Record and maintain meeting minutes where applicable
- Maintain and follow up on action items arising from meetings
- Assist with preparation and organization of correspondence and documents
- Coordinate business travel, accommodation and related arrangements
- Maintain confidential management records and documentation
- Coordinate with employees, customers, vendors, consultants and other stakeholders on behalf of the Managing Director when required
- Follow up on tasks and commitments assigned by the Managing Director
- Provide reasonable administrative and personal assistance to the Managing Director as required

The position requires a high degree of **confidentiality, discretion and professional judgment**.

3. Front Office & Business Operations

Serve as a professional point of coordination for the Company's office and visitors.

Responsibilities include:

- Professionally receive and assist visitors
- Coordinate incoming calls, couriers, deliveries and correspondence
- Maintain an organized and professional front-office environment
- Coordinate meeting-room requirements and visitor arrangements
- Assist with routine office administration
- Coordinate with vendors and service providers
- Maintain important company documentation
- Track agreements, contracts, subscriptions and renewals
- Assist with insurance and other business renewals
- Maintain Purchase Orders and related documentation where applicable

- Assist with vendor onboarding and documentation
 - Maintain business and operational records
 - Support management with general business coordination and follow-ups
-

4. OfficeGx ERP – Functional Contribution

OfficeGx will be the primary system used for the Company's finance, payroll and related business operations.

As an active business user, the Finance & Business Operations Executive will:

- Perform accounting and payroll activities using OfficeGx
- Validate calculations and reports generated by the system
- Identify functional issues encountered during regular use
- Report calculation errors, workflow gaps and usability issues
- Provide practical feedback to the OfficeGx product team
- Suggest improvements based on real-world accounting and business requirements
- Validate corrections and enhancements relevant to Finance, Accounting and Payroll

This is **not a software development or dedicated QA position**. The objective is to provide functional feedback as an accounting and business user of OfficeGx.

Qualifications & Experience

Preferred Education

- B.Com / M.Com / MBA Finance or equivalent qualification

Experience

- Approximately **3-6 years of relevant professional experience**
- Experience independently maintaining books of accounts
- Practical experience with GST, TDS, payroll and statutory compliance
- Experience coordinating with Chartered Accountants and auditors

Candidates who have previously worked in smaller or growing organizations and handled a combination of **accounts, administration and management support** may be particularly well suited for this position.

Required Skills

- Strong accounting and bookkeeping knowledge
- Working knowledge of GST and TDS

- Payroll processing knowledge
- Understanding of EPF, ESI and Professional Tax
- Bank reconciliation
- Accounts Receivable and Accounts Payable
- MS Excel
- Good computer and technology skills
- Ability to learn and work with ERP applications
- Good written and verbal communication skills
- Professional interpersonal skills
- Good organizational and time-management skills

Good to Have

Experience with one or more of the following:

- Tally
- Zoho Books
- BUSY
- ERP/Accounting applications
- HRMS or Payroll applications
- Office administration
- Executive/Management assistance
- Process documentation

Personal Attributes

The successful candidate should be:

- Trustworthy and discreet
 - Highly organized
 - Detail-oriented
 - Professional and presentable
 - Comfortable interacting with visitors and senior professionals
 - Confident in written and verbal communication
 - Comfortable working with numbers as well as people
 - Technology-friendly
 - Proactive with reminders and follow-ups
 - Able to prioritize multiple responsibilities
 - Willing to learn
 - Capable of working independently
 - Accountable and willing to take ownership
-

Success Measures

Performance in this position will primarily be measured by:

- Accuracy and completeness of books of accounts
 - Timely completion of statutory compliances
 - Accurate monthly payroll
 - Audit-ready financial records
 - Timely reconciliations and financial documentation
 - Effective calendar and meeting management
 - Timely follow-up of management action items
 - Professional handling of visitors and front-office responsibilities
 - Effective coordination with vendors, customers, employees and professional advisors
 - Quality of OfficeGx functional feedback
 - Reliability, confidentiality and overall ownership of responsibilities
-

Why Join RedandBlue?

This is not a conventional accounting position.

The role provides exposure across:

Finance & Accounting • Statutory Compliance • Payroll • ERP Systems • Business Operations • Executive Assistance • SaaS Product Development • Process Automation

You will work closely with the Company's leadership while independently managing important business functions.

For someone who enjoys taking ownership beyond a narrowly defined accounting position, this role provides an opportunity to develop into a broader **Finance & Business Operations leadership position** as the organization grows.