

# BBC Global News - Finance Executive

## Job Description

### Job Details

Reports to: Finance Controller  
Division: Global News  
Company: BBC Global News India Private Limited  
Location : Delhi

### Context

**BBC World News**, the BBC's commercially funded international 24-hour news and information channel, is owned and operated by **BBC Global News Ltd**, a member of the BBC's commercial group of companies. **BBC World News** attracts 74 million viewers a week, is available in more than 200 countries and territories worldwide, and reaches 295 million households and more than 1.7 million hotel rooms. The channel's content is also available on 81 cruise ships, 46 airlines, 36 mobile phone networks and a number of major online platforms including [bbc.com/news](http://bbc.com/news). For further information on how to receive **BBC World News**, download schedules or find out more about the channel, visit [bbcworldnews.com](http://bbcworldnews.com).

BBC Global News India Private Limited (BIN) operates as a service provider to BBC Global News Ltd London for ad sales and marketing support services. BIN has rights to distribute the channel BBC World News in India and therefore enters into subscription contracts with cable operators, DTH operators and other distribution platform. BIN also provides financial accounting services to other parts of the BBC operating in India and Singapore like BBC Worldwide, BBC World Service.

### Main Responsibilities

- To support in monthly closings, recons and all other month end activities, including accounting for accruals, accrual reversals, year-end statutory closing requirements like accruals, prepaid expenses, update schedules for professional expenses, posting of Intercompany charges.
- To support on Accounts Payables along with co-ordination with the third party vendor and customers recons, work with IBM to clear weekly payment run and suggest and confirm appropriate tax rates
- Deduct and deposit with-holding tax, service tax and complete related compliances
- To support in Statutory Audit and internal audit process, including preparing Variance Analysis for expenses, along with Bank & Balance Sheet reconciliations, including Inter-Company Reconciliations
- To be able to do monthly payroll processing and all related compliance like with-holding tax, PF, PT etc
- To Support on any other ad-hoc requirements for Finance and business support function

### The Ideal Candidate

- Commerce Graduate / MBA/ Chartered Accountant (Intermediate Level), having knowledge of general accounting, Balance Sheet and Bank reconciliations, personal tax computations
- Up to 2 year of industry experience
- ERP (like SAP/ Oracle etc) working experience essential

- Strong inter-personal and written and oral communication skills
- To be able to work under pressure and work to deadlines, e.g., month and year ends.
- Having sound knowledge of tax and withholding laws
- Good understanding of payroll taxes and computation of individual returns