



Role Profile - Full time Admin and Accounts Assistant - Mumbai

About Theatre Professionals

From drama classes at one school in 2008 to a company that founded The Drama School, Mumbai, and has delivered drama to children at over 40 schools across 8 cities, Theatre Professionals has come a long way and is currently bringing the benefits of drama to young learners. In the ten years of work, over fifty people have joined our team as drama educators and they continue to regularly do what they love best and bring the joys to drama to young learner and other educators.

About The Drama School, Mumbai

The Drama School Mumbai was founded in 2013 to forge a new generation of theatre-makers; actor-creator-entrepreneurs professionally trained to perform and create work to a higher standard of storytelling.

We run an intensive full-time Post Graduate Diploma Programme in Acting and Theatre Making. We also work to promote the awareness of theatre and its processes to a wider audience through shorter workshops, lectures, and regular presentations of work created by the students and faculty.

Job Description

We are currently looking for a Full Time Accounts and Admin Assistant in Mumbai.

Applicant Profile

Education : B.com and Above.

Experience: 3-4 years as an Accountant.

Experience in Tally ERP a Must.



Roles and Responsibilities :

Accounts Management

- Manage day to day processing of accounts receivable and payable and payroll
- Maintain both the company's books of accounts along with documentary evidence.
- File Indirect and direct taxes regularly in co-ordination and under the guidance of our consultants. This includes GST, TDS and PT returns filing.
- Generate monthly invoices to our clients.
- Do all banking and bill payments.
- Maintain all such documents and records for audit purpose and as per statutory requirements.

Administration

- Assist the company Manager in any administrative duties and provide logistical support. Including visits to banks, vendors, directors offices etc.
- Visit the company C.A or C.S office as and when required
- Any other responsibilities required for the smooth running of Operations and Administration department.

Terms of Employment:

Salary: Between Rs. 20,000 - Rs.25,000 per month depending on background and experience.

Hours: Full-time - 10am - 6pm Monday to Friday with two working Saturdays per month.

To Apply:

Write to us at –pkoppikar@[theatreprofessionals.co.in](mailto:pkoppikar@theatreprofessionals.co.in) with:

- Your current and complete C.V.
- Cover-letter expressing interest in this position, reason for leaving previous job, and suitability for the above mentioned post.
- The names and contact details of two referees.