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Senior Finance and Administration Executive

Hiring organization
Santeware Healthcare Solutions

Employment Type
Full-time

Date posted
October 1, 2026

Description

2–4 years of experience in finance, accounting support, and end-to-end company administration. The role involves managing day-to-day financial documentation, invoicing, and payment tracking, coordinating with the Chartered Accountant for statutory and compliance matters, and handling a wide range of administrative responsibilities across the organization. The candidate will support board and leadership activities, maintain governance and company records, and ensure smooth administrative operations of the company.

Responsibilities

Prepare, submit, and manage client and vendor invoices on a regular basis.
Track accounts receivable and payable and follow up with clients for timely invoice payments.
Maintain accurate financial records, invoices, contracts, and statutory documentation.
Coordinate with the Chartered Accountant for GST, TDS, audits, filings, and other compliance requirements.
Support preparation of financial statements, MIS reports, expense summaries, and cash flow tracking.
Handle end-to-end company administrative activities including office coordination, vendor management, and record keeping.
Assist in organizing board meetings, leadership meetings, agendas, and preparation of Minutes of Meetings (MoM).
Maintain company governance documents, policies, agreements, and regulatory records.
Coordinate with external consultants, banks, and service providers for administrative and financial matters.
Ensure timely documentation, filing, and confidentiality of company and financial data.
Support HR and operational administrative tasks as required by management.
Perform additional finance and administration-related tasks as assigned from time to time.

Qualifications

Bachelor’s degree in Commerce, Finance, Accounting, or any relevant specialization.
Working knowledge of accounting principles and basic compliance requirements.
Proficiency in MS Excel, Word, and basic accounting or invoicing tools.
Good communication and follow-up skills.
Strong attention to detail and organizational skills.
Ability to multitask and work independently in a fast-paced environment.

Job Benefits

Be part of a growing healthcare technology company with global exposure. Opportunity to work closely with leadership and gain end-to-end business exposure. Fast learning curve across finance, compliance, and administration. Flexible work environment and collaborative team culture.