



**PS Academy**  
Meark Enterprise

# Associate- Financial and Transactional Accounting

## Industry Led Employable Skill Training

Job Role: Associate- Financial and Transactional Accounting

Occupation: IT-ITeS/Business Process Management/ Finance and Accounting

### Role Description

Individuals at this job are responsible for financial activities that are largely simple and transactional in nature. They are responsible for systematic and timely recording, reporting, and analysis of financial transactions of a business.

### Occupational Standards

N2302 (Process invoices, credit notes and claims)

N2303 (Pay invoices and claims)

N2304 (Deal with queries at the accounts payable helpdesk)

N2305 (Maintain customer accounts)

N2306 (Generate invoices and credit notes)

N2307 (Receive payments and apply cash) N2309 (Deal with queries at the accounts receivable helpdesk)

N9001 (Manage your work to meet requirements)

N9002 (Work effectively with colleagues ) N9003 (Maintain a healthy, safe and secure working environment)

N9004 (Provide data/information in standard formats)

N9005 (Develop your knowledge, skills and competence)

### Career Path

Associate Transactional F&A > Senior Associate > Team Leader/ Process Specialist > Manager ProcessLead > Business Manager/AVP/VP > Head of F&A < Head of Geo Unit/Sales/BD > CEO

### Duration

Duration: 63 hours (21 days - 3 hours/day)

### Training Mode

Physical or Blended Learning (50% classroom and 50% online)

### Pre-requisites

Bachelor's Degree in commerce/ economics Master's Degree in Commerce/Accounts/Finance and/or / CA Inter/CA/ ICWA/MBA Tier

### Personal Attributes

This job requires the individual to follow detailed instructions and procedures with an eye for detail. The individual should be analytical and result oriented and should demonstrate logical thinking.

### Reference

QP ID: SSC/Q2301

Of NSQF Level : 7

Model Curriculum:

<https://www.sscnasscom.com/qualification-pack/SSC/Q2301/>

### Contact us

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