



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Executive (Finance & Accounts)
Qualification	B. Com from a recognized University and M. Com./MBA Finance/CA(Inter)/CWA(Inter)
Experience	Minimum 5 years of working experience in Finance and Accounts in a reputed organization, preferably in Dairy/FMCG Sector
Number of Positions	1 (on contract basis, initially for a period of 2 years)
Job Location	WAMUL Office in Guwahati, Assam

AGE: NOT ABOVE 37 YEARS AS ON 1st January 2022. However, relaxation upto 3 years may be given in case of extraordinary/ outstanding candidates.

SALARY: Gross CTC Rs. 6.8 lakh per annum (Negotiable and commensurate with qualification & experience. Shall not be a constraint for suitable candidate).

MAIN PURPOSE: (captures essence of the job in brief)

As a Team Member of Finance & Accounts Department, ensure the effective use of financial resources within the norms and also ensure legal and statutory compliances with all applicable laws and regulations.

Job Description:

- Well versed in Finalization of accounts i.e. preparation of Profit & loss & Balance Sheet
- Routine day to day accounting entries i.e. Bank vouchers, Cash vouchers, Journal vouchers, Sales Invoices, Purchase Invoices, Bank reconciliation etc.
- Accounting of grants & submission of fund utilization certificates.
- Statutory compliances – GST Return/TDS Return/Tax Audit/ IT Return/GST Annual Return
- Processing of supplier's bills, verification and preparation of accounting entries.
- Payroll processing & salary calculations for employees, payment of PF/ESIC/Bonus.
- Reconciliation of Customer / Vendor & Legers scrutiny on regular interval
- Prepare various MIS reports for Senior Management
- Maintenance of accounting records and documents.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	a) Thorough knowledge of Accounts, Finance & Taxation b) Good written & Oral Communication & Presentation Skills. c) Energetic, enthusiastic & confident
Skills/ Attributes: Social and Managerial	a) Delivering results under crisis by maintaining calm and tactfulness. b) Ability to face and resolve issues
Computer Skills:	Sound knowledge Tally ERP / Other Accounting Software and knowledge of MS Office (Excellent understanding on MS-Excel functions like Lookup & Pivot).

