



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, RK Jyotiprasad Agarwala Road, Panjabari, Guwahati -37

JOB INFORMATION:

Position	Assistant -I (Finance & Accounts)
Qualification	B. Com from a recognized institute/University
Experience	Minimum 2-4 years of experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
Number of Positions	1 (on contract, initially for a period of 2 years)
Job Location	WAMUL Office in Guwahati, Assam

AGE: NOT ABOVE 30 YEARS AS ON 1st January 2022. However, relaxation upto 3 years may be given in case of extraordinary/ outstanding candidates.

SALARY: Gross CTC Rs. 3.15 lakh per annum (Negotiable and commensurate with qualification & experience. Shall not be a constraint for suitable candidate).

MAIN RESPONSIBILITIES:

- Maintenance of accounting records and documents.
- Booking of Purchases, Expenses & Provisions.
- Preparation of Vouchers and entries in ERP software (ERP – Next)
- Sales Invoice generation, e-invoicing and Debtor reconciliation
- Party Ledger Maintenance & Reconciliations.
- Preparation of Bank Reconciliation Statement.
- Physical Stock Verification
- Assistance in filing various statutory Returns

ADDITIONAL / OCCASIONAL RESPONSIBILITIES:

- Working with journals, sales & purchase ledgers and spreadsheets.
- Assisting qualified Accountants with audits.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	<ol style="list-style-type: none">1. Thorough knowledge of Accounts & Finance.2. Should be expert in latest version of Tally.
Skills/ Attributes: Social and Managerial	<ol style="list-style-type: none">1. Delivering results under crisis by maintaining calm and tactfulness.2. Ability to resolve issues.3. A willingness to learn.4. Interpersonal skills.
Computer skills:	Knowledge of latest MS Office package that includes MS-Excel, Word and Power-point.

