

**TERMS OF REFERENCE**

**For hiring of Executive – (Finance & Accounts) for Project activities of the Formal Dairy sector under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART) to be positioned in the project areas under EAMUL.**

**Project background:**

1. The Government of Assam (GoA) through Government of India (GoI) has received/obtained a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while West Assam Milk Producers' Cooperative Union Limited (WAMUL) is the implementing agency for the activities under "Formal Dairy Sector" in the project. WAMUL now intends to engage Executive -Accounts on Contractual basis towards implementation of the APART project areas under EAMUL.
2. The development objective of APART is "add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in the targeted districts of Assam"
3. There are four components to the project: The first component (A) is Enabling Agri enterprise Development, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. The second component (B) is Facilitating Agro Cluster Development with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain infrastructure support to establish a modern supply chain (Roads, Warehouses and Markets). The third component(C) is Fostering Market Led Production and Resilience Enhancement with sub components being (i) promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. The fourth component is Project Management, Monitoring and Learning.
4. The project will achieve the proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness enterprise, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of a modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.

**WAMUL's Role**

5. WAMUL will be the implementing agency for the Third Component - and sub-component - C.1.3.1 Milk value chain: Formal sector. The focus of this value chain is productivity enhancement by genetic up gradation of Non-descript cows using Artificial insemination, improved feeding through Fodder production demonstration, etc. The project will also install Bulk Milk Coolers (BMCs) for handling increased volume of raw milk procurement and maintaining the quality till it is transported to the Processing plant. AMCS (Auto Milk Collection System) will be installed at each DCS/PDCS to ensure transparency in milk reception, weight measurement and quality testing for making producers payments. The project will be leveraging the liquid milk processing and product manufacturing capacity of WAMUL.

**Scope of Position of Executive (F&A)**

6. WAMUL intends to engage Executive (F&A) on contractual basis for Project activities of the Formal Dairy sector under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART).
7. The Executive (F&A) will be placed at EAMUL, Jorhat and will report to Managing Director, EAMUL.

## **Qualification, Experience, Skills, Age**

### **8. Essentials:**

- **Educational Qualification:** B. Com from a recognized University and M. Com./MBA Finance/CA(Inter)/CWA(Inter)
- **Working experience:** Minimum 5 years of Full-time working experience in Finance and Accounts in a reputed organization, preferably in Dairy/FMCG Sector
- **Computer Skills:** Must have sound knowledge Tally ERP / Other Accounting Software and knowledge of MS Office (Excellent understanding on MS-Excel functions like Lookup & Pivot).and other related applications.
- **Language:** Fluency in Assamese, Hindi and English.
- **Age:** Age of the candidate should not be more than 33 years as on 1<sup>st</sup> January, 2023. However, relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience.

### **9. Desirable:**

- Sound knowledge of Accounts and Finance.
- Should be well versed with the latest version of Tally.
- Good communication and inter-personal skills.

### **10. Key Job Responsibilities (Indicative):**

Executive (F&A) will be responsible for-

- Maintenance of accounting records and documents
- Booking of Purchases, Expenses & Provisions
- Accounting of grants & submission of fund utilization certificates.
- Statutory compliances.
- Verification of Vouchers and Tally entries
- Maintenance and preparation of Salary statements and other incentive related payments for Mobile AI technicians and other project functionaries.
- Bank communications and Bank reconciliations.
- Physical stock verifications at Project HO and at various project AI centres, Cluster offices, etc.
- Preparation of Final Accounts.
- Responsible for completing Statutory Audit, RCS Audit, Internal Audit for EAMUL.
- Preparation of MIS Report.
- Budgeting and forecasting.
- Preparing and analyzing financial statements.
- Training other staff members on financial procedures.

### **11. Remuneration, payment terms and leave:**

- a) The remuneration of Executive (F&A) will be around Rs. 7.97 lakhs per year, depending upon experience, qualification and pay package of last assignment.
- b) The Executive (F&A) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) For any authorized tour within the operational areas, he/ she will be paid TA/DA as per norms/policy of WAMUL.

### **12. Reporting and Performance Review:**

- a) The Executive (F&A) will report to the Managing Director, EAMUL.
- b) Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based

### **13. Duration of assignment:**

- a) The contract period of the Executive (F&A) will be initially till **30 September, 2024**, which may be extended on satisfactory performance. However, continuity of the Executive (F&A) beyond the date of joining will also depend upon his/her performance.