



**THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.**

Juripar, R.K Jyotiprasad Agarwala Road, Panjabari,  
Guwahati-781037

**JOB INFORMATION:**

<b>Position</b>	Assistant –I (Finance & Accounts)
<b>Qualification</b>	B. Com from a recognized institute/university
<b>Experience</b>	Minimum 2-3 years of experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
<b>Number of Positions</b>	1 (on contract, initially for a period of 2 years)
<b>Job Location</b>	WAMUL Office in Guwahati, Assam

**AGE:** Not above 30 years as on 1<sup>st</sup> January 2021.

**SALARY:** Rs.2.02 lakhs per annum including P.F & other contributions.

**MAIN RESPONSIBILITIES:**

- Maintenance of accounting records and documents.
- Booking of Purchases, Expenses & Provisions.
- Preparation of Vouchers and entries in ERP.
- Sales Invoice generation.
- Party Ledger Maintenance & Reconciliations.
- Bank communications & Bank Reconciliations.
- Physical Stock Verification.

**ADDITIONAL / OCCASIONAL RESPONSIBILITIES:**

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

**JOB SPECIFICATIONS:**

<b>Skills/ Attributes: Technical</b>	1.Thorough knowledge of Accounts & Finance. 2.Should be expert in latest version of Tally. 3. Attention to details.
<b>Skills/ Attributes: Social and Managerial</b>	1.Delivering results under crisis by maintaining calm and tactfulness. 2.Ability to resolve issues. 3.A willingness to learn. 4.Interpersonal skills.
<b>Computer skills:</b>	Knowledge of latest MS Office package that includes MS-Excel, Word and Power-point.