



**EAST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.  
NILOMONI BHAWAN, NA-ALI, JORHAT, ASSAM**

**JOB INFORMATION:**

<b>Position</b>	Assistant (Finance & Accounts)
<b>Qualification</b>	Full time B.Com from a recognized Institute/University
<b>Experience</b>	Minimum 2 years of experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
<b>Age</b>	Not above <b>38 years as on 1<sup>st</sup> January, 2026</b> . However, relaxation may be given in case of appropriate/ outstanding candidates with relevant experience.
<b>Salary</b>	CTC Rs. 3.88 lakhs to Rs. 6.47 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
<b>Job Location</b>	EAMUL, Head Office, Jorhat

**MAIN RESPONSIBILITIES:**

- Maintenance of accounting records and documents.
- Booking of Purchases, Expenses & Provisions.
- Preparation of Vouchers and entries in ERP software, Tally Prime ERP & others.
- 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.
- Entries in PFMS Portal.
- FUC preparation & finalization.

**ADDITIONAL / OCCASIONAL RESPONSIBILITIES:**

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

**JOB SPECIFICATIONS:**

<b>Skills/Attributes:</b>	<ol style="list-style-type: none"><li>1. Thorough knowledge of Accounts &amp; Finance.</li><li>2. Should be expert in latest version of Tally.</li><li>3. Delivering results under crisis by maintaining calm and tactfulness.</li><li>4. Ability to resolve issues.</li><li>5. A willingness to learn.</li><li>6. Interpersonal skills.</li><li>7. Must have knowledge on GST and TDS.</li></ol>
<b>Computer skills:</b>	Knowledge of latest MS Office package that includes MS-Excel, Word and Power-point.

**Reporting, Performance Review and Leave Terms:**

- The Assistant (Finance and Accounts) will report to the Managing Director, EAMUL.
- 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.
- The Assistant (Finance and Accounts) will be eligible for paid leaves/Holidays as per the applicable norms/policy of EAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of EAMUL.