



WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant –I (Finance & Accounts)
Qualification	Full time B. Com from a recognized Institute/University
Experience	Minimum 2 years of experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
Age	Not above 28 years as on 1st January, 2025 . Relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience as decided by the Competent Authority.
Salary	CTC Rs. 3.82 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Job Location	WAMUL Head Office, Guwahati

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

Reporting, Performance Review and Leave Terms:

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