



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.
Juripar, RK Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

Job Information

Position	Executive – (Finance & Accounts)
Qualification	Full time B. Com along with Full time CA Inter/CA/ CMA/ MBA (Finance) from a recognized Institute/University.
Experience	Minimum 5 years' of Full-time working experience in Finance and Accounts from a reputed organization, preferably in Dairy/FMCG Sector. Minimum 3 years' experience for CA/CMA from reputed organization.
Age	Not above 33 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.8.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification & experience)
Location	WAMUL Office, Guwahati

MAIN PURPOSE: (Captures essence of the job in brief)

Carrying out Overall Finance and Accounts, Annual Accounts, Costing and Budgeting activities

Main Responsibilities:

1. Monthly Profit and Loss account.
2. Accounts receivable and payable.
3. Project handling.
4. Maintenance of accounting records and documents.
5. Booking of Purchases, Expenses & Provisions.
6. Accounting of grants & submission of fund utilization certificates.
7. Statutory compliances.
8. Verification of Vouchers/Tally entries/ERP.
9. Bank communications and Bank reconciliations.
10. Physical stock verifications at Project HO, Cluster offices, etc.
11. Preparation of Final Accounts.
12. Completion of Statutory Audit, RCS Audit, Internal Audit for WAMUL.
13. Preparation of MIS Report.
14. Budgeting and forecasting.
15. Preparing and analyzing financial statements.
16. Training other staff members on financial procedures.

Additional/ Occasional Responsibilities (listed in order of priority)

1. Looking after GST Filing, TDS, Statutory Compliance and other Finance and Accounts related work as directed from time to time by Group Head F&A.

Job Specification:

Skills/ Attributes:	<ul style="list-style-type: none">• Data Management and Data Analysis.• Must be willing to work flexible hours including overtime, weekends and holidays.• Delivering results under crisis by maintaining calm and tactfulness.• Sound knowledge of Accounts and Finance.• Should be well versed with the latest version of Tally.• Good communication and inter-personal skills.
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Reporting, Performance Review and Leave Terms:

- The Executive (Finance and Accounts) will report to the Group Head (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 Executive (F&A) 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.