



**WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION
LTD. ON BEHALF OF NORTH EAST DAIRY
AND FOODS LIMITED**



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

JOB INFORMATION:

Company	North East Dairy & Foods Limited (NEDFL)
Position	Executive/Jr. Executive (Finance & Accounts)
Qualification	Full Time B.Com from a recognized Institute/University. Preference will be given to candidates having additional qualifications like M.Com or MBA in Finance, CA-Inter or CMA-Inter along with B.Com.
Experience Required	Minimum 2 years of experience in Finance & Accounts in a reputed organization, preferably in Dairy/FMCG Sector.
Age	Not above 35 years as on 1st January, 2026 . However, relaxation may be given in case of appropriate or outstanding candidates.
Salary	CTC Rs. 5.43 lakhs to Rs. 6.18 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Job Location	Silchar, Assam

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 Reconciliations Statement.
- Physical Stock Verification.
- Assistance in filling various statutory Returns.
- Any other work assigned from time to time.

JOB SPECIFICATIONS:

Skills/Attributes:	1. Thorough knowledge of Accounts & Finance. 2. Working knowledge in ERP. 3. Delivering results under crisis by maintaining calm and tactfulness. 4. Good Interpersonal skills. 5. Must have knowledge on GST and TDS. 6. Working Knowledge of latest MS Office package that includes MS-Excel, Word and Power-point
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Reporting, Performance Review and Leave Terms:

- Will report to the Manager-Finance & Accounts
- 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.
- Will be eligible for paid leaves/Holidays as per the applicable norms/policy of NEDFL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of NEDFL.

NEDFL reserves the right to post the selected candidates in any other location in business interest of the company.