



Terms of Reference

Position Name	Sr. Assistant/ Assistant-Procurement & Input
Qualification	Full time B.Com from a recognized Institute/ University. Candidates with other or higher qualifications need not apply.
Experience	Must have 3 years' of full time experience for Sr. Assistant/ 1 year of full time experience for Assistant, in billing, accounts, finance, data management or related administrative functions such as preparation of billing, financial reporting, MIS reports, DPR preparation, ERP/Tally operations, and data reconciliation etc. Experience in the dairy, cooperative or rural development sector will be an added advantage.
Language	Working knowledge in English, Assamese, Hindi (any two). Other indigenous languages known, of Assam shall be an added advantage.
Computer Skills	Must have computer knowledge in Accounting Software (Tally), MS Office, Excel, ERP etc. Computer proficiency certificate must be produced.
Age	Not above 32 years as on 1st January, 2026 . However, relaxation up to 3 years may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.
CTC	Rs.3.92 lakhs to 6.53 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Main Responsibilities	<ul style="list-style-type: none"> • Preparation and processing of farmer milk billing accurately and within stipulated timelines. • Verification of milk procurement data, rates, deductions, incentives, and other billing-related records before bill generation. • Preparation and submission of Daily Progress Reports (DPR), Monthly Reports, Quarterly Reports, and other MIS reports as required by management. • Ensuring timely disbursement of milk payments to producer members and maintaining related records. • Maintaining billing data and records in ERP, Tally, and other computerized accounting systems. • Reconciliation of milk procurement, payment, and accounting data with concerned departments and field units. • Monitoring and ensuring accuracy of data received from DCS/BMCs for billing purposes. • Coordinating with Milk Procurement Officers, Related Field Staffs, Accounts, and ICT team for resolution of billing discrepancies and data-related issues. • Maintaining proper documentation, filing, and record management of all billing and reporting activities. • Generating reports and analytical statements required by management from time to time. • Ensuring compliance with organizational policies, financial procedures, and statutory requirements related to billing operations. • Performing any other duties assigned by the Reporting Officer, or Management from time to time.
Additional Skills/Desirables	<ul style="list-style-type: none"> • Should have the ability to work effectively under flexible shifts. • Proficiency in Accounting Software such as Tally, ERP systems, MS Excel, and other computer applications. • Good analytical and numerical skills with attention to detail and accuracy. • Ability to prepare, analyze, and present billing, MIS, DPR, monthly, and quarterly reports.

	<ul style="list-style-type: none"> • Sound knowledge of accounting principles, billing procedures, and data reconciliation. • Ability to maintain confidentiality of financial and operational data. • Strong communication and interpersonal skills for effective coordination with various departments and field units. • Ability to comprehend and implement organizational policies, procedures, and reporting requirements. • Ability to work independently as well as collaboratively in a team environment. • Strong organizational and time-management skills with the ability to meet deadlines. • Problem-solving ability and aptitude for identifying and resolving billing discrepancies. • Commitment to accuracy, accountability, and result-oriented performance. • Creative thinking and continuous improvement mindset. • Adaptability to changing work requirements and technological systems. • Experience in the dairy cooperative, rural development, agriculture sector shall be an added advantage. • Should be self -motivated and with a passion to serve the people. • Should be able to comprehend and communicate the organizations policies and program.
<p>Reporting, Performance Review, Payment terms and leave</p>	<ul style="list-style-type: none"> • The Sr. Assistant/ Assistant (Procurement & Input) shall report to the Group Head (Procurement & Input), WAMUL. • Performance shall 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 • He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL. • Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided.

WAMUL reserves the right to transfer the selected candidate to any of its Departments/Groups or locations, as and when required, in accordance with the organizational needs, without assigning any reason thereof.