

## JOB DESCRIPTION

### JOB INFORMATION:

<b>Job Title</b>	<b>Manager (Accounts)</b>
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### MAIN PURPOSE: (captures essence of the job in brief)

Manage the Finance & Accounts function on sound accounting standards and principles.

### MAIN RESPONSIBILITIES:

1. Responsible for compliance of all Direct Taxes Related matter
  - Income Tax
  - T.D.S.
2. Responsible for compliance of all Indirect Taxes Related matter
  - G.S.T.
  - E-WAY BILL
3. Finalisation of Quarterly Balance Sheet
4. Ensuring Timely Payment to Farmers and Suppliers
5. Ensure Bank Reconciliation of Accounts
6. Preparation of Budget & to Ensure Proper Booking of Expenses
7. Liasioning with Auditors and Consultants
8. Finalisation of Annual Accounts
9. Maintaining Fund Account and Fund Utilization Certificates' of Funds received from various agencies
10. Ensuring timely payment of Salary and benefits to Staff.

### JOB SPECIFICATIONS:

<b>Skills/ Attributes: Technical</b>	Accounting of a professionally managed financial institution, bank or in a corporate set-up.
<b>Skills/ Attributes: Managerial</b>	Computer applications, analytical aptitude, leadership, problem solving aptitude.
<b>Education:</b>	The incumbent should be CA/ICWA with minimum 2 years relevant experience or CA (INTER) / ICWA (INTER) with minimum 5 years of experience or M.Com with minimum 7 years of experience, preferably in Dairy / FMCG or in corporate set-up.

Eligible candidates interested in challenging assignments may send their resumes indicating “**Application for Manager- Accounts**” in the subject line of their mail, along with phone numbers at our Email Id: [hrd@jmf.coop](mailto:hrd@jmf.coop) or by post at “The Jharkhand State Co-operative Milk Producer’s Federation Ltd.” latest by 05<sup>th</sup> December 2018.

Date and venue of interview will be communicated to the shortlisted candidates through email. If no candidate/s is found suitable for the position of Manager, candidate/s may be taken at a suitable grade.

**Managing Director**