JOB DESCRIPTION

Post- Finance Executive/ Accountant, Producer Enterprises

Brief about the position

Foundation for Development of Rural Value Chains (FDRVC.org) is a Joint Initiative of Ministry of Rural development and Tata Trusts set up as a not-for-profit company to support promotion of professionally managed and producer owned collective enterprises in select rural value chains in farm and non-farm sectors which are sustainable and profitable.

Presently FDRVC has initiated the process of setting up of Producer Enterprises (PEs) in farm produce invarious districts of Uttar Pradesh, Chhattisgarh, Madhya Pradesh and Rajasthan.

Badayuni Mahila Kisan Producer Company Limited (Badayuni MKPCL), Budaun (UP), a Producer Company being incubated by FDRVC and supported under National Rural Livelihoods Mission, is offering unique opportunities to those who have the passion to work with rural poor and willing take up the challenge to work for the small and marginal farmers.

The Producer Company will be dealing in various agriculture produce involving procurement, processing and marketing of the commodity and the value-added products. It is going to be working with a large farmer base and will have modern equipment for commodity handling and IT based business processes.

FDRVC has been retained for recruiting **Finance Executive/ Accountant** for Producer Enterprises being set up in Budaun district of Uttar Pradesh with farmers of Cereals and Mentha involving procurement, processing and marketing of the commodity and the value-added products to be manufactured by the Producer Enterprise.

Responsibilities:

- Record all accounting transactions in the ERP/ accounting software used by the PC at the time
- Maintaining proper paperwork for all the financial transactions
- Monitor actual vs. budgeted expenses
- Keeping all the documents updated for reference of auditors during surprise or planned audits.
- Preparing financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare and file tax returns timely
- Assisting the finance manager of the producer enterprise in the following:
    - Timely and qualitative preparation and submission of financial reports to the management.
    - Compile, review and analyze monthly, quarterly and full year forecasts in a timely manner.
    - Manage the cash flows of the company by constant monitoring of inventory, accounts receivables and payables.
    - Continuous improvements in the existing systems of Producer Companies Financial procedures through reviewing the current procedures regularly.
    - Coordinating with internal and external auditors, bankers, Tax Agents etc.
    - Reviewing company's capital investments and suggesting other profitable future opportunities.
    - Monitor and provide guidance to company management to ensure statutory compliance related to

Registrar of Companies / Tax Authorities / Import Export Authority / Department of Weights and Measures/Customs etc.

- Timely Submission of Utilization Certificate to be given to the Grant Donor.
- Implementing financial and related strategies that help the company in achieving its targeted growth rate.
- Implementing and suggesting financial tools and other IT tools which helps in proper recording and maintaining the information used in the business.

- **Qualifications Required**

  - Graduate/ Post Graduate or equivalent Diploma in Commerce/ Accounts/ Finance.

  - CA foundation/ Intermediate Preferred.

  Experience
  - Minimum 3 years of experience of accounting and book keeping is a must.

  - Candidates from agri-input industry, rural FMCG industry or any business facing industry in the rural setup where the work entails dealing with farmers will be preferred.

  - Female candidates are encouraged to apply.

The position will be based out of district/block level in Jhansi districts of Uttar Pradesh. The salary is commensurable with current salary, experience and industry standards.

How to apply: [Click here](#) to apply.