**JOB DESCRIPTION TEMPLATE**

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| ***Job Title:*** Accountant |
| ***Work Location:***  |
| ***Farmer Producer Organisation:***  |
| ***Reports to:*** CEO & BOD |
| ***About us:***  |
| ***Roles & Responsibilities:**** Assisting for Administrative and Financial Management of FPO
* Ensuring all compliances as per timeline are completed of various departments like RoC, Income Tax, Sales Tax, Licenses issued from Agriculture Department (Seed, Pesticide, Fertilizer), Food license, trade license etc.
* Bookkeeping of FPO
* Maintain attendance register and leave record of FPO staffs.
* Collect monthly plan from all Staffs and send to CEO and Board for approval and guidance.
* Assist CEO in the coordination, reporting and documentation of FPO
* Management of FPO office, sales counter, extension counter, stock, asset, and other materials of FPO
* Maintaining FPO database of farmers/shareholders
* Assisting collection of monthly report, quarterly report, annual report, success stories and MIS
* Logistic arrangement to organize trainings of Farmers
* Collection of monthly reimbursement documents from staffs and preparation of monthly claim documents to Board.
* Maintaining soft and hard copy of FPO documents, reports and other important communication related to FPO.
* Achieving the deliverables of the FPO as per timeline.
* Tracking the Achievement of the deliverables of the FPO as per timeline and as per intimation of board.
* Any other work assigned time to time.
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| ***Eligibility Criteria:*** * Graduate in B. Com or equivalent will be preferred.
* Experience in Accountancy is preferred.
* Communication skills in Hindi and English
* Good knowledge of computer operations like Email, Excel, Word, PowerPoint, Internet etc.
* Ability to work independently to achieve performance objectives and deliverables.
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| ***Skills Required:***Articulate, Innovative, Accountancy, Working knowledge of Tally, Good verbal communication, Social and emotional intelligence. |
| ***Salary:*** ₹ xxxxx per month (including all allowances) depending on the relevant experience and qualification. |
| Documents Required to Apply:  |
| ***Where to Apply:*** send your updated resume with subject as ‘**CEO FPO’** to xyzfpo**@gmail.com** |
| ***Last Date to Apply:*** DD/MM/YY |
| ***Selection Process:*** • Candidates will be primarily shortlisted\* based on their resume. No correspondence shall be made with candidates, who are not shortlisted.• There will be skill test and/or written test and PI (Address & date will be communicated later). |

\*Note: Company reserves the right to withdraw/ add the vacancies or modifications in the selection process at any stage of recruitment