**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. |
| ***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. |
| ***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**](mailto: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