

Name of the Post - Accountant

Name of Organisation - Jharkhand Women's Self-Supporting Poultry Co-operative Federation Ltd

A community-based enterprise registered under Jharkhand Self-Supporting Societies Act 1996, is the largest broiler producing unit in the state promoted by PRADAN. The federation is providing sustainable livelihoods to more than 5500 poor rural women.

- **Vision:**

To inspire, encourage, facilitate and promote emergence of an efficient **farmer-owned network** of well-organized empowered small-holder poultry farmers, setting the very best standards of professional excellence and wholesome development

- **Mission:**

Promote and advance small-holder poultry as an instrument of bettering lives and livelihoods of rural families

Responsibilities and Duties

- Responsible for sales accounting
- Responsible for Purchase accounting
- Responsible for Batch accounting
- Producer Members Accounting
- Verification of bills for payment
- Coordinating with producers for their account maintenance and clarifications.
- Necessary journal entries into the software module.
- Reconciliation of Bank statements and other statements of accounts.
- Banking Operations of the cooperative.
- Generating different accounting reports.
- Preparation of Trial Balance and get it endorsed by cooperative manager.
- Preparing balance sheet and get it audited with auditor's report.
- Auditing of accounts.
- Adhering to Tax regulations and submission of tax returns to authority.
- Tax Audit work and necessary filing of forms meeting regulatory rules.
- Internal and External Audit of Accounts.

Required Experience, Skills and Qualifications

Minimum :- 0

Maximum:- 2

(In Years)

Educational Qualification

B.Com or M.Com in Accounts Honours

- Willing to be located and work in rural blocks of Jharkhand
- Passion to work with poor
- Field visit intermittently
- Should be proficient at working in excel

Benefits

1) The candidate shall get accidental insurance of Rs. One Lakh and Rs. 500 as medical reimbursement as per actual basis per month starting from the date of joining.

2) After the completion of one year, the trainee shall become a regular employee of JWSPCFL on the position of **Accountant** and will come under regular pay scale with package of 2.5 Lakhs (which includes HRA, Conveyance allowance, grade allowance etc) after successful review of his/her performance and shall be liable for other benefits like PF, Gratuity, Employee Pension Scheme and Medical Reimbursement allowance for employee and his/her dependents.

3) Medical Insurance of Rs. 3 Lakhs after completing one year successfully.