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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Accountant** |
| **Function** | Finance & Accounts | **Location** | Guwahati |
| **Direct Reporting to:** |   Manager – F & A | **Matrix Reporting to:** | NA |
| **About Client: IFFCO** aims to uplift the farming community and achieve farmer prosperity with advanced agricultural practices, increase efficiency, use of modern technology, diversification in others sectors and environmental sustainability. 54 years of empowering the farmers and connecting the grassroots. Paving the path for India’s green revolution through the decades. IFFCO introduces new initiatives in the areas micro-finance, Agri-insurance products, food processing, skill development, use of ICT for knowledge dissemination, retail & digital experiences to develop the agricultural sector of India.  |
| **II. JOB PURPOSE** |
| The incumbent will be responsible for keeping track of all payments, preparation, and filing of GST and TDS and preparation of monthly closures. |
| **III. KEY RESPONSIBILITIES** |
| * Filling of GST Return.
* Preparation of closing of monthly accounts.
* Accounts Payable
* Preparation of schedules for Financial Statement
* Dealing with day-to-day payments and realizations.
* Liaising with Bankers for FDR’s placement.
* Processing of Bills / invoices of Contractors/Service Providers.
* Knowledge of accounts with adherence to all statutory requirements namely TDS, GST and related compliances
* Experience of handling Statutory, Tax Audits both Tax departments such as GST, Excise & Customs
* Coordination with the internal teams to get the data
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| **IV. KEY PERFORMANCE INDICATORS** |

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| **Measurable Deliverables** | * Timely Payment
* Accuracy
* In Time Data & Records
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** |  CA Inter / M. Com / MBA Finance |
| **Specific experience** |  Min. 2 years of relevant experience |
| **Overall experience** | 2 - 3 Years |

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