

**CAMPUS PLACEMENT OF INSTITUTE OF COST ACCOUNTANTS OF INDIA DELHI CENTRE
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**JOB PROFILE OF SENIOR OFFICER (F&A) IN KRIBHCO GREEN ENERGY PRIVATE LIMITED
(KGEPL)**

INTRODUCTION :

KRIBHCO GREEN ENERGY PRIVATE LTD (KGEPL) is a wholly owned subsidiary of KRIBHCO (KRISHAK BHARATI COOPERATIVE LIMITED). KGEPL is in the process of implementing two grain based bio ethanol projects at Hazira in Gujarat and Nellore in Andhra Pradesh in the country. Bio Ethanol will be used for blending in petrol. The capacity of each project under implementation is 250 KLPD each. KGEPL is a domestic company registered under the Companies Act 2013. **KGEPL wishes to recruit Qualified Cost Accountants for a role in F&A Function of KGEPL.**

Parentage:

KRIBHCO, the holding entity of KGEPL is a National Level Cooperative registered under the Multi State Cooperative Societies Act 2002 with around 9500 Cooperatives as its member shareholders and plays a vital role for the farming community of India. KRIBHCO has a major Ammonia - Urea Plant at Hazira (Surat, Gujarat) apart from various modern seed processing plants at various locations in the country. KRIBHCO Fertilisers Ltd, another wholly owned subsidiary of KRIBHCO is operating a major Ammonia - Urea plant in Shajahanpur (Uttar Pradesh). KRIBHCO has international presence and has a joint venture in Oman – Oman India Fertiliser Company SAOC manufacturing Urea and Ammonia. KRIBHCO also imports and markets various Phosphatic and Pottasic Fertilisers in the country. In addition KRIBHCO also provides various agricultural inputs to the farmers of the country through its channel.

Accounts and Audit

- Up-to-date maintenance of financial records, preparation of financial statements at periodical intervals complying with applicable accounting standards/practices.
- Maintenance of cost records and cost statements and cost optimisation efforts
- Coordinate with Statutory Auditors, Tax Auditors, Internal Auditors, Cost Auditors for timely completion of audits, compliance of audit observations and reporting to management

Fund Management, Financing , Financial Concurrence& Budgeting

- Fund Management, Treasury operations, Financing and banking transaction operations, Timely compliances required under the financing arrangements, agreements with various parties
- Undertake financial concurrence of Proposals.
- Preparation and monitoring of Annual Capital & Revenue Budget / Business Plan/Costing/Variance analysis.

Statutory Compliances

- Compliances relating to Tax Deduction at Source under various enactments, Preparation and timely submission of various Statutory Returns for Income Tax, GST, PF Returns and Labour law related returns, various other statutory compliances, assessments, appeals, reconciliation of such returns etc.

Payroll maintenance and related matters

- Maintenance of pay roll, compliance of various statutory deductions, Tax Declarations, linkage of attendance/leave records with pay roll, actuarial valuations, Tax and Statutory deductions

Accounts Receivables and Accounts Payables, Inventory maintenance, Vendor payments, Collections, follow up, Project payments, Insurance etc.

- Raising invoices/ Debit or credit notes.
- Stock Transfer transactions, Inventory valuations etc..
- Analysis of Debtors/vendors including age-wise / party wise.
- Maintenance of contracts with suppliers/vendors and customers and compliance of various clauses
- Reconciliation with customers and suppliers accounts
- Insurance Risk coverages and claims

Accounts Processing & Consolidation

- Ensure timely payment for raw materials, to various contractors/suppliers for supply of services and goods like transportation, housekeeping, security services, spares and store material, etc as per terms & condition of contracts/ purchase orders/policy of the company.
- Fixed Assets Accounting including physical verification , reconciliation / adjustment in the books
- Timely payment and clearance of employees' salaries/wages/payables/claims/reimbursements etc.

Management Information System

- Timely furnishing of various MIS reports with variances

ERP Implementation

- Participate in ERP implementation process and effective coordination and timely completion
- Maintenance of records in ERP system, analysis of reports and reporting to Management

Improvement in work practices and Satisfaction of Customers

- Ensure effective coordination with other departments in timely payment of bills and reimbursements, compliances etc.
- Ensure that various initiatives and proactive steps are taken for process improvement in concerned department