

Brief Job Description

Designation : Management Trainee

Division/Location : Project Site - Domestic and Overseas

Department : Commercial

Reporting to : Regional Finance In-Charge

Summary :

Area of responsibilities :

- Maintaining accounts for all construction related activities including Cash, Bank, Sub-contracting Expenses and Administrative Expenses.
- Handling of Cash Payment /Receipts.
- Maintaining Bank Accounts, Bank Receipts/ Payments / Preparation of Bank Reconciliation.
- Timely estimation of fund requirement & maintaining cash flows for projects to ensure smooth functioning of the project.
- Timely settlement of employee advance - Imprest A/c
- Ensure RA bills are raised to clients post receipt of KPT from Project Engineer and co-ordination for payments.
- Ensuring entries for receipt of materials at Stores based on GRN (MIGO) and entries related to Consumption of Steel & Cement and other items passed regularly.
- Raising of required debit notes for subcontractors in time.
- Ensuring timely clearing of GRIR and clearing accounts.
- Ensuring Purchase Orders / Work Orders are in place before availing services and receiving materials.
- Ensuring of service entry sheet, checking, and verification of sub-contractor bills are done timely by site team.
- Raising of required debit notes for subcontractors in time.
- Checking and verification of booking of Administrative Expenses and control based on monthly budget.
- Ensuring Rent Agreements in place for various requirements such as Site Office, Store, Staff Guest House, Labour Camp etc.
- All activities related to payment of ROW/ Crop compensation and keep Proper documentation.
- Ensuring compliance with commercial terms & conditions of the Contract (LOA)
- Monitoring and supervision of store activities, personal visit to store/ physical verifications of materials periodically.
- Participate in Commercial negotiations for local purchase / Sub-Contracting.
- Providing necessary support for internal statutory auditors during site audit and ensuring compliances.
- Ensuring compliance with prescribed Accounting & Commercial Guidelines and Procedures.
- Checking and verification of Third Party Roll employees and submit details to respective RO
- Preparation of down payment request in the system for vendors

- Preparation of AOP budgets including overhead expenses
- retrieving BG's and reductions in value of ABG
- Monitoring proper records for Assets – Receipts / Returns / Inter-Project Transfers, Periodical physical verification and monitoring utilization of Assets / consumable tools and plants.
- Identification and disposal of scrap including preparation of sales orders for scrap materials.
- Monthly variance analysis – Budget cost V/s. Actual cost with reasons for variance
- Material reconciliation with client and preparation of final bill at the time of Project Closure.
- Periodical review of trial balance, necessary corrective action to ensure proper hygiene of accounting.
- Understanding of Contract with the client, Identification of potential areas of claims, proper documentation, and preparation of claims against clients
- Part of all site-related expenses negotiation team. Jointly responsible /signatory with the site manager. Proper checking of prices & commercial terms of PO/agreement and try to 2-3 quotations.
- Understanding of contract with the client, suggesting for potential areas of claims with respect to commercial terms, providing supporting documents and helping in the preparation of claims

Competencies :

- Good Communication, Critical thinking, Presentation Skill

Skills :

- Proficient in MS Office applications./SAP –Module

Education :

- CMA

- Name of the position – **Management Trainee**
- Job location – **Project Site – Domestic and International**

CTC details

Particular	CTC Per Annum	Designation
CTC on joining	6.00	Management Trainee
On confirmation (Completion of One Year Training Period)	7.00	Deputy Manager
On completion of 2nd Year, Rs. 1.50 Lac as Retention Bonus will be paid along with salary. The same will be merged with CTC.		