



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.

Juripar, R.K Jyotiprasad Agarwala Road, Panjabari,
Guwahati-781037

JOB INFORMATION:

Position	Assistant –I (Accounts)
Qualification	B. Com from a recognized institute/university
Experience	Minimum 2-3 years of experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
Number of Positions	1 (on contract, initially for a period of 2 years)
Job Location	WAMUL Office in Guwahati, Assam

AGE: Not above 30 years as on 1st January 2020

SALARY: Rs.2.02 lakhs per annum including P.F & other contributions.

MAIN RESPONSIBILITIES:

- Maintenance of accounting records and documents.
- Booking of Purchases, Expenses & Provisions.
- Preparation of Vouchers and entries in Tally ERP 9.
- Sales Invoice generation.
- Party Ledger Maintenance & Reconciliations.
- Bank communications & Bank Reconciliations.
- Physical Stock Verification.

ADDITIONAL / OCCASIONAL RESPONSIBILITIES:

- Working with journals, sales & purchase ledgers and spreadsheets.
- Assisting qualified Accountants with audits.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	1.Thorough knowledge of Accounts & Finance. 2.Should be expert in latest version of Tally. 3. Attention to details.
Skills/ Attributes: Social and Managerial	1.Delivering results under crisis by maintaining calm and tactfulness. 2.Ability to resolve issues. 3.A willingness to learn. 4.Interpersonal skills.
Computer skills:	Knowledge of latest MS Office package that includes MS-Excel, Word and Power-point.