



One of India's leading producers of fertilizers and industrial chemicals,

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

JOB DESCRIPTION

Designation: MANAGER

Function: Finance & Accounts

Location: DAHEJ

Sector: MANUFACTURING

Purpose of the Job:

- This role is primary responsible for Raw Materials Accounting / Inventory Management / Fixed Asset Accounting / Financial Accounting including closing of Books of Accounts on monthly basis.
- MIS/Cost of Accounting.

Overview/ Responsibilities: As a Officer – F&A, you will be expected to:

<i>Key Accountabilities for the position</i>	<i>Major Tasks for the position</i>
Inventory Accounting and MIS on Inventory at periodical Intervals.	Inventory Management, MIS on Inventory, Stock statement to Bankers / Insurance. MIS on Irregular spares and bifurcation of non moving stock as per AS requirements. Physical verification of chemicals /lubricants /FG/Engg. Spares, etc. Physical verification of raw materials, chemicals, lubricants, packing material & finished goods.
Raw Materials, Catalyst Accounting & preparation of cost sheets.	Updation of Raw materials rate of all the major raw materials as and when revised. Accounting of DNA Catalyst Metal Wise on Cycle base. Preparation of estimated cost sheets for various products.
Fixed Asset Accounting	Timely processing of capex/disposal application of fixed asset. Timely capitalization /decapitalisation of fixed assets. Analysis of the capex proposal with payback period calculation, if any. MIS on Capex as per DOA. Physical verification of Fixed Assets
Accounting / Audits / Monthly / Quarterly and Annual closing of Books of Accounts	Scrutiny of GL accounts including rectifications / regularizations through LSMW. Preparation of jv entries for cost centre wise allocation of major items such as Gas, Power incl. GT duty and Water. Consolidation of GL specifications / schedules for Audit and Accounts closing. Interacting with the Internal as well as Statutory auditors

“We believe together we can achieve excellence! “



	for timely completion of audits. Preparation of details required for Tax Audit.
Preparation & Compilation of details for monthly MIS Reports	<ul style="list-style-type: none"> Preparation of details required for monthly MIS including various MIS reports such as A-category report, Baifa Report, Operational Review (IB), Preparation of monthly cash flow requirements. Analysis of monthly departmental expenses, Report on Taloja Operations (RTO), Daily Production Report, Weekly P&L data, & Cost of Production (COP) <p>Preparation of details for arriving the estimated cost of respective products with analysis.</p>
Preparation of Budget details	<ul style="list-style-type: none"> Co-ordinate with various departments for compiling the data of departmental expenses covering revenue as well as capital expenditure. Preparation of product wise cost of product & product wise variance analysis comparing the estimated data with budgeted data. Preparation of Presentation data for Budget approval. Working for Budget booklet. Budget uploading data working for SAP system. Finalization of stock budget, Cash Budget. Accounting of Irregular spares and confirmation of MIS reports.
<ul style="list-style-type: none"> Educational qualifications 	<ul style="list-style-type: none"> Total years of experience
MBA in Finance / M. Com / B. Com	<ul style="list-style-type: none"> MBA with Minimum 3-5 years of experience. M. Com with Minimum 5-8 years of experience. B. Com with Minimum 8-12 years of experience.
Technical /functional expertise:	
<ul style="list-style-type: none"> Good understanding of Accounting Standards. End use of Knowledge of SAP. Knowledge of Sales Tax/ MVAT/ Excise/Service tax /Income Tax rules Systematic planning and advanced use of excel, word, power point. Knowledge of EXIM Policies and FEMA Act. 	
Behavioural Competencies (List only 3- 5 specific behavioural competencies)	
<i>State behavioural competencies required to function effectively at this position</i>	
<ul style="list-style-type: none"> Integrity / Honesty / Sincerity Good analytical skills. 	
Personality (List only 3- 5 specific personality characteristics)	
<ul style="list-style-type: none"> Calculative Result Oriented Innovative 	

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