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| **JOB NARRATIVE** 1. *Job Purpose and Roles and Responsibilities of the Job*
2. *Organisation Structure, Outcomes/Value Add, Financials & Work Relations*
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| **Job Purpose:** * *Summarizes the main points of the job description which may include key responsibilities, functions, and duties*
* *Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder*
* *Should contain 1 - 3 key points*
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| This role is primarily responsible to play the finance and accounts role in following areas at Zonal Office Level for all area/zonal offices under his span of control1. Implementing Inventory and Debtors Management
2. Implementing and monitoring price circulars and approvals
3. Implement and monitor field related SOPs
4. Ensure and improve audit rating/hygiene
5. Automation of field related processes
6. Participate in activities of other functions for achievement of business objectives
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| **Key Accountabilities & Outcomes** |
| ***Key Accountability*** * *Main areas of accountability / key goals of the Job.*
* *Should contain five to Seven Key Accountabilities.*
* *Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth)*
 | ***Major Activities/ Tasks**** *The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals*
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| *Inventory Management* | Ensuring aging and control over inventoryWorking with logistics team for timely standardisation of material, disposal of damaged stock and other stock related issues.To work for timely closure of stock verification and other audit reports Working with logistics and sales support team to avoid repetition of any observation Visiting warehouses as per scheduleProposing penal action against defaulting vendor to managementKeeping track of deposits received from vendors as per provisions of work order  |
| *Debtors Management* | To keep close watch on sales debtors and its aging, prompting AM/ZM for attention on specific casesPreparation of data with the help of Sales Support team and sending proposal of credit limit of debtors Anchoring the process of debtors control at Zonal Level along with sales team to ensure compliance of related SOPsOrganise dealers’ balance confirmations as per SOPVisits to dealers for commercial / accounts / stocks related matter / reconciliationTrack of security deposit and ensuring submission of security deposit as per policy of management |
| *Sales Accounting* | Ensuring timely and accurate invoicing by vendorImplementation of sales terms and discounts.Timely closure of accounts.Correct and timely issue of credit/debit notesExtend all support to subsidy team to ensure closure of timely billing |
| Monthly closing of accounts and custody of records | To ensure timely closure of books of accountsTo ensure safe custody and availability of all records at all time Review of outstanding appearing against vendors/suppliers and employeesTo ensure accurate provisioning with the help of concerned stake holdersPreparation and circulation of MIS and action taken report  |
| *Budgeting* | Preparation of fixed cost budget of area offices for fixed costMonitoring Budget vs actuals and ensuring control at Area office level |
| *Internal Audit* | Reviewing internal audit reports and responses.Ensure strict audit control. High Control Effectiveness index |

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| **Work Relations ( Internal and External)** |
| ***Internal Relations**** *Main interface of the Job Holder(Working relationships with Key stakeholders/ internal customers*
* *Other Job Holders that the Job holder have may to liaise, report or coordinate with*
 | ***External Relations**** *Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers*
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| * Sales and Marketing
* Plant
* Supply Chain and logistics
* Corporate Finance & Accounts
* CNB Finance and Sales Support team
 | * Auditor
* Competitor fertiliser companies
* State Government
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| **ACHIEVEMENT PROFILE*** *What are the capabilities required by the Job Holder at this position*
* *Specify Knowledge ( technical expertise), experience, skills, behavioural competencies, personality required*
* *It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping*
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| **Education Qualifications / Background*** *State minimum qualification required by the Job Holder to work effectively on this position*
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| B.Com / M. Com/ICWA/CA |
| **Relevant and Total Years of Experience** * *Mention years of experience required for the job*
* *Elaborate more of the relevance / type of the job experience required by the role*
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| 5 to 10 years of relevant experience  |

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| **Technical/Functional Expertise*** *Stare minimum proficiency required on specific technical or functional skills required for the Job Role*
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| * Knowledge of finance and accounts
* Knowledge of SAP - SD & FICO modules
* Strong analytical skill with Business/audit angle
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| **Behavioural Competencies *(List only 3- 5 specific behavioural competencies)**** *State behavioural competencies required to function effectively at this position*
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| * Communication skill
* Skill for co-ordination at various levels ( Internal & External)
* Interpersonal skills
* Drive for results
* Coaching skills
* Decision making skills
* Problem solving skills
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| **Personality *(List only 3- 5 specific personality characteristics)**** *Write personal characteristics/ personality type that is suitable to work at this job level.*
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| * Honesty
* Sincerity
* Trust worthy
* Positive attitude
* Service orientation
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