

<b>Group:</b> Finance and Accounts
<b>Designation:</b> General Manager/Dy.General Manager
<b>Location:</b> Palanpur
<b>Job Responsibilities</b>
<ul style="list-style-type: none"> <li>• Plan, supervise and monitor the work of subordinate staff.</li> <li>• Ensure implementation of proper financial management system in the milk Union.</li> <li>• Monitor and ensure timely posting and proper maintenance of books of accounts.</li> <li>• Arrange to prepare budget of the department as well as of the organization.</li> <li>• Monitor and ensure income/ expenditure in relation to the budgetary provision.</li> <li>• Monitor and ensure timely payment of all statutory dues to the respective authorities and renewal of insurance of assets.</li> <li>• Finalise the profit and loss statement and balance sheet for Board's approval.</li> <li>• Plan and suggest for fund investment or to borrow.</li> <li>• Arrange to get all debit/credit bills pre-audited.</li> <li>• Arrange for pre &amp; post audit, tax deposit &amp; assessment.</li> <li>• Ratification of audit and tax assessment report.</li> <li>• Monitor and ensure updating of assets' register.</li> <li>• Evoke system/s and suggest to reduce overhead expenditure.</li> <li>• Arrange necessary training of the staff under him/ her.</li> <li>• Appraise the performance of the staff reporting to him/ her.</li> <li>• Implement the instructions and abide by the service rules/ standing orders.</li> <li>• Any other task assigned by Management.</li> <li>• Fully Digital enterprise wide Seamless Data Management.</li> </ul>
<b>Technical Skills</b>
<ul style="list-style-type: none"> <li>• Understanding of accounting standards, requirements under statutory compliances, budgeting, statutory audits, investment management.</li> </ul>
<b>General Management Skills</b>
<ul style="list-style-type: none"> <li>• Negotiation skills, communication and interpersonal skills, problem solving and decision making</li> </ul>
<b>Job Specifications</b>
<b>Educational Qualification:</b> ACA/AICWA/Post Graduate Degree in Finance
<b>Experience:</b> <ul style="list-style-type: none"> <li>• 12-15 years of post-qualification relevant experience.</li> </ul>