

## **Accountant - Farmer Producer Organization (FPO)**

**Roles:** Accountant to look after its day-to-day accounting work

**Reporting:** CEO of the FPO

### **Key Responsibilities**

- Recording daily business transactions of FPO in accounting software
- Inventory Management
- Asset Management
- Dealing with Banks
- Prepare financial records for Auditing
- Manage Compliances pertaining to TAX and RoC

### **Qualification**

- Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background.
- Knowledge of accounting software (tally etc) is must
- If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process

**Experience** 1+ years of work experience as an accountant handling financial transactions with exposure to accounting software's

### **REMUNERATION**

**Maximum Up to Rs 10,000/- per month (Including All Allowances)**