

VACANCY ANNOUNCEMENT
For the position of Manager Accounts and Finance

International Competence Centre for Organic Agriculture (ICCOA)

The International Competence Centre for Organic Agriculture (ICCOA) is a leading organization in the organic agriculture and agri business sector. It works closely with the government as well as private sector.

ICCOA also implements turn-key projects on Organic Farmer Clusters, Certification & Market linkages. In these projects, ICCOA links organic products from farmers to markets, to retail chains, exporters and others.

ICCOA operates under the private sector for overall development of Organic sector in India and International community. ICCOA also has close international relation with FiBL (Switzerland), IFOAM (Germany) and Nurnberg Messe, (Germany) among others

Designation: Manager - Accounts and Finance

Experience: Minimum 4-5 years as manager

Functional Area: Finance and Accounting

Location: Bengaluru

Education: M.Com, or any other higher qualification

Salary as per candidate's qualification, experience, and industry standard

Manager -Accounts and Finance will carry out following tasks:

- Overall management of Accounts and Finance
- Reviewing and updating the existing controls & Accounts systems and their adequacy.
- Manpower engagement, work allocation to all accounts staff and their review.
- Salary preparation, Coordinating with banks for transfer of salary
- Periodical ledger scrutiny, review of receivables and payables
- Coordination with Statutory and internal auditors
- Ensure timely filing of necessary and legal documents/requirements e.g. Income Tax, TDS, GST, PT, PF, FCRA, etc.
- Train subordinates for preparing balance sheet, I/E expenses periodically (e.g. quarterly, half yearly and annually)
- Verify that all contractual payments including professionals such as lawyers, consultants, auditors, etc, are as per the agreements and contracts
- Verification of fixed asset register and physical verification of assets once in a year
- Review of Payroll computation to be done every month

Desired Profile

- Preferably M.Com, or any other higher qualification.
- Minimum 4-5 years of experience as manager.
- Should possess excellent interpersonal skills.
- Good Coordination & Leadership skills.
- Excellent verbal and written communication skills.

Contact Information

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Admin

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