

## **TERMS OF REFERENCE FOR THE POST OF GENERAL MANAGER (FINANCE)**

Name of the Post	:General Manager (Finance).
No. of Post	:01 (One)
Qualification	:Degree with passing final examination of (Chartered Accountant/Cost & Management Accountant )
Experience	: Minimum 15 years of post-qualification experience in manufacturing industry preferably in dairy sector out of which 10 years be in managerial position with higher potential. Must have worked in ERP/SAP or similar accounting software with sound knowledge in MS Office.
Age limit as on 31.03.2021	:55 years
Nature of employment	:Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:Negotiable, depending on experience and suitability/merit.

### **A. Job Description**

- Providing leadership, direction and management of the finance and accounting team
- Advising strategic business and financial planning to the Managing Director and senior management / Board
- Oversee the formulation and administration of the organisation's financial policies and developing long-term financial goals
- Managing the processes for business planning, financial forecasting and budgets and overseeing the preparation of all financial reporting
- Develop and implement policies & procedure with emphasis on internal controls and various types of statutory and internal audits.
- Establishing and developing relations with senior management and external partners, stakeholders and supporting body
- Reviewing all formal finance, Materials, HR and IT related procedures

- Maintaining financial performance by measuring and analysing results, initiate corrective actions and minimising impact.
- Handle all types financial audits, such as transfer pricing Audit, Income Tax audit, GST audit, Statutory audits compliance etc.
- Ensure fund management and timely payment to milk producers, suppliers and employees
- Maintenance of financial records in accordance with Generally Accepted Accounting Principles(GAAP),and monitor the use of all funds as per requirement.
- Compliance with cooperative Act/companies Act
- Liaison With Govt. Semi Govt. Dept. (Custom Central Excise, Income tax, Trade tax, ESIC, PF, Labour, Bank, Director Factories, Court etc).
- Management and accounting of Govt. Grants and submission of Fund Utilisation Statements to donor agencies
- Implementation of company's personnel policies, rules and regulations

## **B. Roles & Responsibility**

### **Financial operations**

- Direct the overall finance function of the Group by managing both an internal team, and external experts
- Direct all key finance departments within the group i.e. accounting, taxation, audit, AR/AP and treasury operations
- Direct the finance department employees in providing procedures and systems necessary to maintain proper records and to afford adequate accounting control and services
- Financial and operating reports /MIS to the Management and senior management
- On time and accurate Cash Flow Statement monitoring, PL, Balance Sheet and statutory financial reports preparation and review.
- To ensure all purchase payments are accurately provisioned as per CAPEX and OPEX budget
- To ensure appropriate Insurance covers mitigating all possible risks and ensure Insurance premiums are negotiated.

## **Business planning and budgeting**

- Lead and direct the annual business planning process including projects and corporate projections on revenue, costs and synthesize the same into the organizational budget
- Oversee and forecast organisation business activities and financial position in areas of income, expenses & earnings based on past, present and expected operations
- Look at potential outsourcing opportunities within the function to optimize cost / service quality/speed of delivery.

## **Financial reporting analysis and regulatory compliance**

- To ensure timely closure of all accounting processes.
- To ensure timely all monthly, quarterly and annual Financial Reports are prepared beside analysis of consolidated financial statements and submission to Management
- To ensure all financial reports are audited satisfactorily and on time.
- To ensure compliance with cooperative Act/companies Act

## **Direct And Indirect Taxes Compliance**

- To ensure all direct indirect taxes are assessed and paid on time. And all returns are filed on time.
- To ensure Audits and Compliance related to direct Indirect taxes.
- Need to handle all types financial audits, such as transfer pricing Audit, Income Tax audit, GST audit, Statutory audits etc.
- Capitalisation of expenses, regular updation of Fixed Assets Register and insurance coverage of all assets

## **Costing**

- To direct and oversee costing processes.
- To ensure project/activity based costing is prepared and variance is analyzed.
- To ensure Cost Audits are done on time.
- To ensure costing for product development and projects are accurate

### **Submission of application.**

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF GENERAL MANAGER (FINANCE)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 20.04.2021. The application along with the requisite documents can also be submitted through e-mail [careers@omfed.com](mailto:careers@omfed.com) and [omfedrecruitment@gmail.com](mailto:omfedrecruitment@gmail.com) or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent color passport size photograph must be attached with the Application Form. It is mandatory to submit the application in the prescribed format.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

### **Selection Process:**

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

### **General Conditions:**

- i) Candidates are requested to visit website of OMFED- [www.omfed.com](http://www.omfed.com) for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.

- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

**ANNEXURE**

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).**  
**APPLICATION FORMAT FOR THE POST OF GENERAL MANAGER (FINANCE)**

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :  
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.03.2021 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code

Affix recent  
colour passport  
Size photograph

Present Address

Permanent Address

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- 10) Contact details (a) Phone :  
(b) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

**Declaration**

I.....Son/Daughter/Wife of ....., do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:  
Date :

(Signature in Full )  
Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)