

JOB DESCRIPTION: Financial / Admin Executive

**JOB LOCATION : At-Haripur Dagara Sahi, Po- Pipili, Dist-Puri-752104,
Odisha**

Apply by:- 24th Feb 2024

Background

PIPLIQUE MAHILA HASTSHILP PRODUCER COMPANY LIMITED., Pipili was established on 25 April 2023, promoting and strengthening the Applique Cluster, an important strategy for nurturing rural livelihoods under the NRETP Project.

The PC intends to develop the Applique cluster in the Puri District of Odisha, covering the Pipili block, by establishing it as a global hub for the production and supply of Applique handicraft products and it is in the business of aggregating the artisans and develop new market channels and product lines, with an intend to provide socio-economic empowerment to the 300 members of the producer Company.

Job Description of Financial Executive

The Finance executive holds specific responsibility for maintaining all hand-written financial records and ledgers, providing support such as typing and filing for the section, entering the computerized financial data for the monthly TALLY report, participating actively in the preparation and tracking of all budgets utilized at the Company level, maintaining the contracts of all PC employees, all confidential files and Personal files.

Apart from these commitments towards the PC, the Financial Executive will have the following Commitments:

- He/she will assist the CEO with every aspect of operations in the Administration and also shoulder responsibilities as and when required and delegated by the CEO.
- Preparation and submission of financial reports to the management.
- Compile, review and analyses monthly, quarterly and full-year forecasts promptly
- Manage the cash flows of the company by constant monitoring of inventory, accounts receivables and payables.
- Coordinating with internal and external auditors, bankers, Tax Agents etc.
- Monitor and guide company management to ensure statutory compliance
 - Implementing financial and related strategies that help the company in achieving its targeted growth rate.

Qualification:

+3 Commerce. However, Post-graduation in Social Entrepreneurship, Agribusiness Management and other related fields will be given preference.

Work Experience:

- Experience in handling commodities (market side and production side) 2-3 years of relevant experience.
- Preference will be given to candidates who have worked in a manufacturing set-up (Handicraft and Handloom based)
- Candidates with experience in an ERP-based environment will be preferred.

Remuneration

Rs. 16,000/- per month

Last date of application- 24th Feb 2024

Other: Fluency in English, Odia and Hindi is required

How to apply: Interested candidates can share their CVs at secretariat.pipillique@gmail.com