

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

<b>Name of the Post</b>	Junior Officer [A&F] - TCW  <b>Code : JO17-33</b>
<b>SBU / Location</b> (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Temperature Controlled Warehouse (TCW) - Hyderabad
<b>Job Description</b>	The Incumbent shall be responsible for: - Preparation and finalisation of accounts (Monthly/Quarterly/Annual) as per schedule. - To handle all Unit level audits. - To facilitate SAP implementation. - To handle day-to-day accounting function at the unit level. - Ensure effective compliance to extant rules, policies and a ccounting practices of the company. - Handle issues related to finance cost, fund requirement forecast, debtor reporting and control. - Generate various reports and MIS as per corporate (SBU/Function) directives in the time and a ccuracy. - Assist Unit Head on budget finalization, Tender committee Recommendation management, Capital Expenditure planning and control. - Independently achieve timely accounts closure. - Maintenance of cost accounting records - Any other responsibilities assigned time to time. Note : - The above responsibilities mentioned are indicative and not exhaustive.
<b>Grade / No. of vacancies / Minimum          Qualification / Max Age / Reservation          Details / Eligibility of Persons with          Benchmark Disability / Minimum Post          Qualification Relevant Experience (years)</b>	<b>Please refer relevant columns posted corresponding to the          code JO17-33, Notified under Job Notification No.          BL/CHRD/RECT/O1/2017 dated 15/11/2017 at  <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a></b>
<b>Important Dates / Application Fee / Grade,          Scale of Pay and Compensation / Company          Profile &amp; Other General Terms &amp; Conditions</b>	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>