

**Gujarat State Fertilizers and Chemicals Ltd.
Job Description & Job Specification**

Junior Field Executive – Grade-I (Accountant) (Fixed Term Employment basis)	
Post Code	37/04/FTE
Age Criteria	Not more than 26 years as on 01-01-2023
Qualification	<ul style="list-style-type: none"> • M.Com. with Accounting & Financial Management • 02 years full time course from M.S. University, Vadodara • Minimum 60% marks in final declared result
Experience	Fresher
Purpose	Maintain all Financial transactions related to business of the Organization
Key Performance Areas	<ul style="list-style-type: none"> • Documents financial transactions by entering account information. • Summarizes daily and monthly financial status by collecting information • Substantiates financial transactions by auditing documents. • Maintains accounting standards by abiding by the policies and procedures. • Coordinating activities and answering customer questions. • Reconciles financial discrepancies by collecting and analyzing account information. • Secures financial information by completing data base backups. • Maintains financial security by following internal controls. • Collection of payments by verifying documentation. • Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. • Contributes to team effort by accomplishing related results as needed. • Verifies bills through online system • Carry out online processing for payment • Bank Reconciliation
Skills	<ul style="list-style-type: none"> • Must possess strong financial acumen; • Cost consciousness; • Good teamwork skills; • Knowledge of relevant SAP modules. • Knowledge of computer operation is essential. • Communication skills

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Job Location	Current location is Vadodara Unit, however recruit may be placed at any other department/unit of the company.
Work Conditions	Standard – Office set-up.
Remuneration	Shall commensurate with skills and market trends.

We are an Equal Opportunity Employer committed to creating an inclusive environment

Note:

- 1. The key Performance Areas (KPA) listed above are an illustrative list and not an exhaustive list. Additional KPAs may be added from time to time depending on organisational requirements.***
- 2. Terms and Conditions of appointment may vary in any manner with any other employees of the Company as per discretion of the Company.***