



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

Date : **15th November, 2017**

Name of the Post	Junior Officer [A&F] - TCW Code : JO17-34
SBU / Location (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) - Rai (Haryana)
Job Description	The Incumbent shall be responsible for: - Preparation and finalization 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 accounting 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 accuracy. - 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.
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-34 , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening